Miss N. copy
Defense
Of. of. Civilian Defense

Miss Eloise Davison, Assistant Director
Office of Civilian Defense
2000 Massachusetts Avenue, N. W.
Washington, District of Columbia

My dear Miss Davison:

I have given careful thought to your desire to make the industrial woman worker a part of your volunteer defense activities. Because these women are working the maxium hours permitted by law, they are rendering the best service for defense. To call upon them to take courses of study or to engage in other activity which makes demands on their strength would seem to be asking double duty of them.

However, the women's auxiliaries which are made up of the wives and relatives of trade union men would seem to be an excellent group to integrate into your plan for civilian defense. I am asking the Women's Bureau to send you a list of these women's auxiliaries together with names of the presidents to whom you should write. If you will ask these leaders to confer with you or with your State Councils, I am sure they will take an active part in civilian defense.

Very truly yours,

Women's Bureau

October 16, 1941

BMN:LW

Prepared for the Secretary's signature

Copy sent to Genl. Files

Office of Civilian Defense

Washington

October 6, 1941

The Honorable Frances Perkins
The Secretary of Labor
Washington, D. C.

My dear Secretary Perkins:

This is to confirm the helpful conference with you on October 1. We are eager to have information on the number of women in industry. What defense activities of a voluntary nature are already being carried on within industrial organizations? How can women in industry best be integrated into the general volunteer participation plan for Civilian Defense? What are the labor organizations through which we should work to reach large numbers of women? What would be our best procedure for interesting women in industry in special courses set up by local defense councils? Which courses can best be set up to be most useful to these groups? What is the best means of getting before them as busy as they are the activities that are available in their own localities? Who would be the best persons to check our courses prepared for defense?

Whether women with children should be recruited or not, we fact the fact that they have been. What temporary expedients could be developed as a volunteer activity for meeting this problem? Can a specific policy be laid down which might be a part of our defense activities and which would stimulate the recruiting of women without family obligations? How best can this be done?

The importance of this group of women in industry to an entire Civilian Defense program is great. In summing up our problem, we need to know from you or the members of your organization how best our plans can be made effective for them.

Very cordially,

(Signed) Eloise Davison

Assistant Director

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December 17, 1941

Miss Mary Louise Alexander
Office of Civilian Defense
Washington, D.C.

My dear Miss Alexander:

In response to your request of December 11th, we are listing below replies to your questionnaire, according to the numbered items in your letter.

In reading over the questionnaire, it seems to me it is drawn up more for those agencies whose primary need it is to develop intensive contact with citizen groups in order that their program be successful and effective - whereas the work of the Women's Bureau does not rest upon such a basis. Our work concerns status of women as gainful workers, i.e., as paid workers, not as volunteers, and on our own initiative we can investigate working conditions of women (hours of work, wages, safety), and we formulate standards for their ~~welfare.~~ employment,

Now that the defense program has moved into a war program, our work is definitely pointed to extending our surveys of woman employment in factories, and watching trends in other employment of women (such as clerical, trade, government, household employment, business and professional) which will be rapidly changing. Our work does not touch civilian defense directly.

I. a. Function of the Women's Bureau as it relates to defense. To date:

1. Recommending standards for women's employment on defense production, and advising as to any proposed relaxation of labor standards based on special investigations.

2. Investigating defense industries as to occupations and working conditions of women on defense production, to promote their efficiency and safe employment.

3. Investigating new defense developments to discover opportunities for women's employment.

4. Investigating recreational, housing, and transportion facilities for women workers in areas with defense impacts, and formulating standards in these fields.

5. Stressing the need and value of including women extensively in defense training courses.

6. Advising on the extended use of women as a labor supply, and serving as consultants on all questions pertaining to woman labor.

7. Helping to solve women's unemployment problems as a result of priorities.

8. Publishing reports and serving as a clearing house on women workers and defense.

b. Aim and scope of our program with organized groups:

We are cooperating with them in their already expressed interest in women workers, in whatever way our surveys, information, and services fit into their study programs or plan of action (see III and IV).

II. a. Type of organization with which Women's Bureau is working:

In addition to just women's organizations, we cooperate in various ways with a great many different types - notably Government agencies (both Federal and State), labor (including women's auxiliaries), educational, employers' associations, civic and social welfare, religious, and racial.

b. Extent of our contacts:

Our mailing list contains all major women's organizations which have let us know of their interest in women workers; their national headquarters are in direct touch with us, as well as many local branches. Besides women's organizations, the other types of organizations named above are on our mailing list if they have indicated their desire to have our publications. We meet all requests from them as fully as possible, though we can not meet all their needs. We get up material (including exhibits) for special occasions, programs, etc., send speakers, attend conferences, lead round-tables, and so on. We do not maintain mailing lists of organizations separate from individuals, so it is not feasible to find the number of national, state or of local organizations that we are in touch with.

c. Channels through which we work:

We have no such intervening groups as state or regional councils in our administrative set-up. All requests come directly to the Women's Bureau, U. S. Department of Labor, Washington, D.C. (or to its agents operating in different section of the country).

III. Names of national organizations, if fewer than 30, with note on our specific activity with each. We work intensively with fewer than 30, but with a great many more than 30 to some extent. Representatives of the following organizations comprise our general advisory and our special labor advisory boards:

Amalgamated Clothing Workers of America
American Association of University of Women
American Federation of Labor
Congress of Industrial Organizations
General Federation of Women's Clubs
International Association of Machinists
International Brotherhood of Electrical Workers of America
National Consumers' League
National Council of Catholic Women
National Council of Jewish Women
National Federation of Business and Professional Women
National League of Women Voters
National Women's Trade Union League
Steel Workers' Organizing Committee
Textile Workers' Union of America
United Automobile Workers of America
United Rubber Workers of America
United Electrical, Radio and Machine Workers of America
Young Women's Christian Association, National Board

Our specific activity with each depends on the request they send us. (See II. b.)

IV. Present status of our program if working with more than 30 organizations:

Our program is one of cooperation in all ways possible to promote the welfare of women workers, aiding in their own organization programs along these lines, especially in responding to their requests for State studies of women in industry and in a few instances cooperating with them in studies covering their own membership, and advising them regarding proposed State legislation for women workers. We have no "program" in the sense that we are promoting or propagandizing.

Our work goes on its regular way; our field staff has completed several surveys of women in certain defense industries, and is again out on another defense-industry survey.

Our work as consultants and members of various Government and private committees here in Washington, where women workers are affected in the proposed plans, is getting heavier. Our mail is greatly increased, and our furnishing of information to newspaper and periodical writers, etc., is especially increased (at their instigation).

V. Lists we maintain:(a) number of organizations; (b) information on each-

The organizations asking us for material, aid in preparing programs, advice, etc., are so well known to us, over a period of years, that we have no such administrative set-up as your question indicates. We have a simple file of many organizations with their national officers, and usually the D.C. officers if there is a D.C. local branch.

VI. We have current files of certain women's organization periodicals and of some labor papers. The Department library, however, takes a wide range of periodicals (including all the major trade union ones), which are routed to various staff members of the Women's Bureau; if any periodical is lacking, we can get some particular issue from the Congressional Library without trouble or delay. Following is a list of the few publications coming to us regularly and kept on file:

American Assn. University Women Journal
Equal Rights
Independent Woman
International Women's News
National League of Women Voters, Member's Magazine
Womans Press
Women's Work and Education

American Federationist
A.F. of L. - Labor's Monthly Survey
C.I.O. - Economic Outlook
Information Service, Federal Council of the Churches of Christ in America
International Labor Review
Life and Labor
Survey, Survey Graphic

I hope the above information is sufficiently clear. As I stated at the beginning, this Bureau's functions do not cover any aspects of civilian defense, and your plans to correlate Government programs touching civilian defense would therefore not include the Women's Bureau as a coordinating agency in this field, except to call on us as consultants as to possible ways in which women as gainful workers might be drawn into the civilian defense activities.

Sincerely yours,

Mary Anderson, Director.

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OFFICE OF CIVILIAN DEFENSE
WASHINGTON, D. C.

December 11, 1941

Miss Mary Anderson, Director
Women's Bureau
Department of Labor
Washington, D. C.

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Dear Miss Anderson:

The meeting which you attended here on November 24th, at the request of Mrs. Roosevelt, was very helpful to us in giving an over-all picture of your program with organized groups. After studying the stenotype notes of that meeting, we feel that a brief written statement of the information you gave that day would be helpful in charting agency programs with respect to organization contacts.

Since I have been assigned the job of setting up a master file or clearing house, I should like to begin with certain standard information. I have not prepared a formal questionnaire, but give below the points on which we hope you will send us information.

I. Give us a brief statement on (a) the function of your agency as it relates to defense; (b) the aim and scope of your program with organized groups.

II. Indicate (a) the type of organization with which you are working, as Labor, Church, Health; (b) the extent of your contacts---the approximate number of national, of state and of local organizations; (c) the channels through which you work, as State Nutrition Committees, or Regional Councils, or whatever.

III. If you are working with fewer than thirty national organizations, send us their names and a short note on your specific activity with each.

You will remember that several people mentioned "the 27" major organized groups. We should have a complete picture of the present service to or from the larger associations and government agencies.

IV. If your contacts are with more than thirty national organizations, describe the present status of your program with each class or type of organization.

V. Please describe the lists you maintain, (a) the number of organizations; (b) the information you keep on each.

VI. Do you maintain a file of organization publications? If so, describe.

Several people left material with us at the close of the meeting on November 24th. If you did not, please send us samples of the current publications you now send to organized groups.

Now, more than ever, we must correlate government programs touching civilian defense so that our total effort will have maximum effectiveness with a minimum demand on the facilities of organized groups. The Office of Civilian Defense can supply the central machinery for this, and through various working committees we can all share our information and experience.

I shall hope to hear from you quite soon.

Sincerely yours,

Mary Louise Alexander

Mary Louise Alexander

Files 272

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June 8, 1943

Hon. James M. Landis, Director
Office of Civilian Defense
Washington, D. C.

My dear Mr. Landis:

On May 28, 1943, the Committee on the Judiciary reported favorably to the Senate, S. J. 25, a joint resolution "Proposing an amendment to the Constitution of the United States granting equal rights to men and women." A copy of this resolution in its approved form and Report No. 267 to the Senate are enclosed for your information and convenience.

You will observe that the current form of the proposed Equal Rights Amendment differs from S. J. Res. 65 which was the subject of consideration by the Seventy-Fifth Congress in 1938. That resolution provided as follows:

> "Men and women shall have equal rights throughout the United States and every place subject to its jurisdiction.
>
> "Congress shall have power to enforce this article by appropriate legislation."

It will be noted that the first sentence in the proposed amendment has been changed from a simple declaration of the equality of the rights of men and women to a provision prohibiting the United States and the States from denying or abridging, on account of sex, "equality of rights under the law." The second sentence has been changed from a grant of power to Congress, exclusively, to enforce the article by legislation, to a grant to Congress and the several States "within their respective jurisdictions" to so enforce it.

The Women's Bureau and many national associations and organizations with which it cooperates have opposed the adoption of the Amendment in the form in which it was presented to the Seventy-Fifth Congress in 1938, because of the probable consequences of the proposal on protective labor legislation for women and the laws applicable to familial, property and other rights and relations. It would be most helpful to us if you could give us your opinion of what would be the probable effect of the proposal in the current form upon special labor legislation for women, mothers' pension laws, property rights, et cetera. I know that the press of present duties do not afford you time for leisured study of the matter, but I am certain that you are sensible of the importance of the issues involved and I hope that you are aware of the weight which the Women's Bureau and the organizations cooperating with it would attach to your judgment on this subject.

We shall deeply appreciate an expression of your views.

Very truly yours,

Mary Anderson, Director.

Enclosures
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OFFICE OF DEFENSE TRANSPORTATION

(See also TRANSPORTATION)

Grot

January 19, 1945

Mr. Moran DunLany
Personnel Officer
Division of Transport Personnel
Office of Defense Transportation
Washington 25, D. C.

Dear Mr. DunLany:

Am enclosing a copy of the recommendations for the more effective employment of women sent by our Bureau to the Southern Pacific Railroad Company, after our agent made a survey of its facilities and personnel practices.

I trust it will be of some value to you, though I presume the problems and practices it covers are familiar to you.

Very truly yours,

Carolina De Caux

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May 16, 1944

Miss Dorothy Sells
Office of Defense Transportation
Washington 25, D.C.

Dear Miss Sells:

Thank you very much for your list of persons and companies who could give me information about women's outdoor clothing. I have already had a very fruitful conversation with Miss Foreman of the Baltimore and Ohio Railroad and shall follow up the others.

Yours sincerely,

Jennie Mohr,
Associate Industrial Economist

JM:ml

* * *

PRACTICAL HINTS TO EMPLOYERS OF WOMEN
WITH
SPECIAL REFERENCE TO TRANSPORTATION

Division of Transport Personnel
Office of Defense Transportation

October 1944

WOMEN'S BUREAU
NOV 3 1944
DEPARTMENT OF LABOR

* * *

PREFACE

At the peak about 250,000 women have been employed during this war by the transportation companies of the nation. Though that number does not constitute a very large proportion of all the persons employed in the various branches of transportation, it does represent a margin of labor without which war transportation could not possibly have functioned effectively. To these "marginal women" both the industry and the nation therefore, owe appreciation and gratitude.

Transplanting a quarter of a million women workers, many of whom came directly from more or less sheltered homes, into a somewhat rough field of industry which by tradition and by nature belongs primarily to men, could not occur however, without many and rigorous adjustments on the part of the management, the women themselves and their fellow workers.

To render this transitional process as painless for the people concerned and as fruitful to the war effort as possible, many companies have created a new post, that of woman counselor, while others have relied upon the regular personnel staff, or the superintendents and foremen to perform this work. It has been a function of the Personnel Supply Section, Division of Transport Personnel of the Office of Defense Transportation also, to advise transportation companies with regard to matters of this type and to circulate available information upon request.

For the most part, the companies that have utilized women most successfully are those which recognized at the outset that women require unique treatment and which adapted their practices in recruitment, selection, placement, training and supervision to the character and capacities of women.

This bulletin titled "Practical Hints to Employers of Women, with Special Reference to Transportation", is a compilation of materials collected and developed during the past three years and now brought together for general reference. It has been prepared by Miss Dorothy Sells, Chief, and Miss Cornelia Edge, Assistant Chief, of the Personnel Supply Section, both of whom have had long and varied contact with employment and personnel problems.

It is hoped that this bulletin will prove helpful to employers of women both in transportation and in other industries not only now but after the war. It is divided into parts which are complete in themselves and which may be reproduced separately for distribution to those to whom they are addressed.

E. J. Connors

E. J. Connors, Director
Division of Transport Personnel
Office of Defense Transportation

Practical Hints for Employers of Women
with special reference to transportation

I. RECRUITMENT

In order to obtain the right kind of woman worker it is necessary to work hard and intelligently at the job of recruiting. The most effective appeals to women in war-time are (1) that they are needed for work essential to the war effort and (2) that they now have an opportunity to supplement their income or to lay away some money against the rainy day that may come after the war. The appeal of wearing a glamorous uniform, or earning easy money, or getting a husband usually fails to reach the steady, dependable type of woman who is capable and desirous of doing a job well. On the other hand, good housing accommodations, well equipped day nurseries and adequate transportation are drawing cards.

The best sources from which to draw women in most communities are: (1) those employed in non-essential jobs and (2) those who have never been considered a part of the labor supply, such as housewives belonging to families with medium incomes who may be persuaded to take part-time, if not full-time work.

On account of their domestic duties it is usually most satisfactory when women live in the neighborhood of their work. There is then an opportunity for shopping or other housework between tours of duty and after or before work, and little time is consumed in transportation to and from work.

Following are concrete suggestions concerning recruitment of female labor:

1. Relatives and Friends of Employees

   Men and women who are now employed, or have been employed, by a company may be asked to suggest names of relatives and friends who would be interested in a job. A small incentive bonus may be offered for each new recruit who remains with the company through training and for a stated period thereafter.

2. Relatives and Friends of Former Employees in the Armed Forces

   Wives, mothers or sisters of employees who have joined the armed forces or who have been classified I-A, or who have gone to other industries, and would like to supplement their incomes, or to work because of patriotic reasons constitute a possible source of female labor supply.

3. United States Employment Service

   A standing order for referral of suitable women should be placed with the local office of the United States Employment Service. In some cases it is possible to arrange for a company interviewer to have a regular desk in an appropriate office of the United States Employment Service.

4. Women Enrolled in Vocational or Trade Schools

Women and high school girls who have completed mechanical courses in vocational or trade schools make good recruits for mechanical work because they usually need work and have become accustomed to shop techniques and atmosphere.

5. Newspaper Advertising, Editorials and Woman's Page

Advertising in the classified columns may bring results if not restricted in the area. This method of recruitment is not as effective in war as in peace-time, however, and it often necessitates interviewing a good many women who are entirely unfit for the job.

Newspaper editorials, woman's page items, and distinctive full or half page ads with pictures and stories about present women employees and the need for more, have in some instances obtained good results.

6. Radio

Short announcements of specific labor needs over the radio, also radio feature stories, talks, or question-and-answer periods reach many women, during the daytime, especially housewives.

7. Social Service Agencies

Workers in social service agencies who come in contact with many women who really need jobs and would make good workers, may be enlisted to make job opportunities known.

8. Door-to-Door Canvass

Block canvassing carried out in the neighborhood of the car barn or shop, preferably by some of the company's women employees, may produce good results when properly organized and intensively pursued.

9. Displays, Bulletins and Posters

Placards on and in public vehicles or in windows of stores or offices stating that women are wanted for specific jobs, constitute one of the best recruitment methods.

Pictures or demonstrations of women working at specific jobs and displays of safety garments for women in prominent places such as stores, theaters, hotels, libraries, museums, court houses, schools, or employment offices stimulate interest in women's war work.

10. Clubs

Members of men's and women's clubs (civic, social, or church) can be a valuable means of spreading word among their friends and neighbors of the need for women employees.

11. Motion Pictures

Filmed stories about women in war work, with "trailers" stating local labor needs have an appeal. Films depicting the war work being done by women in this and foreign countries may also be shown at neighborhood picture houses, churches, or schools, to stir up interest.

12. Sound Truck or Bus

Busy housewives who seldom find time to visit a downtown employment office may drop into a touring employment office out of sheer curiosity. In a number of cities a bus or truck has been converted for this purpose.

13. A Mass Meeting of Women or a series of neighborhood meetings at which the need for women and the job opportunities are explained, along with band music, moving pictures, and/or speeches by prominent citizens of both sexes may be effective.

II. SELECTION

Women should be selected primarily for what they can learn to do, rather than for what they already know. They should be regarded as individuals each with her own special qualifications. Yet women have certain limitations as a class which must be considered. The main limitations restricting employment of women for certain jobs are:

(1) Lack of Physical Strength - It is harmful for a woman to lift or carry very heavy objects. A woman should not lift more than 35 to 50 pound weights habitually. Weights carried should be less. The exact amount is usually prescribed by state laws.

(2) Lack of Skill - Jobs requiring highly specialized knowledge or a very high degree of accuracy or judgment, which is developed only by long experience, are not suitable for inexperienced women. After adequate training and practical experience women can fill such jobs, however.

(3) Lack of Proper Accommodation or Protection - Work in any place where separate toilet facilities cannot be provided or in lonely places at night is usually not suitable unless special protection is arranged.

Detailed specifications should be set up for incumbents of each separate job. The following composite statement of the criteria established by various companies for the selection of women street car and bus operators, mechanics and cleaners is an example. When there is difficulty in obtaining women who fit the specifications a deviation either way will of course, be allowed.

Age - 23 to 40 years is desirable for operators. Women 30 to 50 years are best for cleaning and servicing. Young women learn to do mechanical work more quickly but women past 35 can be used when they have had previous mechanical experience.

Height - 5'4" - 5'10" in stocking feet is best for operators. If the driver's seat can be adjusted, even 5'2" is possible; long waisted women should be taller than short waisted women.

Weight - 120 to 150 pounds is best for drivers. Weight should be proportionate to height. Small women, when muscularly strong are usually quicker. Very large women take up too much apace and are cumbersome.

Eye sight - For drivers at least 20/30 by Snellen Test is required in each eye when corrected by glasses. A depth test should also be given. Ability to distinguish green from red is pre-requisite.

Strength - Capacity to work continuously for at least eight hours per day after becoming accustomed to the new work is necessary for full-time operators. Women with less endurance may be utilized as "trippers" because several hours intervene between runs.

Attitude - A cooperative attitude toward observance of safety and traffic regulations and a sense of responsibility about keeping schedules are pre-requisite for operators of public vehicles. Being on the job when needed and a tolerant and helpful attitude toward the public are also important.

Home Responsibilities - Single women and married women without small children usually prove most satisfactory. Married women who have settled down tend to be less frivolous, but may leave to be with their husbands if they move to other localities.

Education - Ability to read street signs and to make change and understand the operation of a vehicle is sufficient for bus or street car operators.

The Otis Employment Test may be given for general intelligence and/or the American Transit Association Standard Examination for Transit Employees for vehicle operators. Various other specialized tests are also available if desired.

Character - Operators should have a cheerful and unruffled disposition. The first women employed will tend to set the standard for those who follow. It is therefore, important to select as high a type of woman as can be found for any kind of job.

Appearance - Drivers should appear neat, healthy and capable. Glamour is not necessarily an asset.

Previous Experience - At least one year of experience in driving a car, truck, or bus. Experience in making change and knowledge of the lay-out of the city are desirable, but these can be taught.

III. TRAINING

Special care should be taken to train women thoroughly.

When training them in job skills it should be borne in mind that the average woman does not have the mechanical familiarity of the average man, though she may have just as much mechanical capacity. Some women are more familiar with mechanical devices than some men.

If a woman has never worked before, or if the work is new to her or if she is required to develop a new skill, she should be given a long enough "breakin" period to afford her an opportunity for becoming acquainted with that specific job and its setting, the tools and equipment she is required to use.

Whether a woman is working in a group with tools and machines or if she is required to work singly as an operator of a public vehicle, certain habits of safety must be developed through training, with emphasis on accident prevention. One serious accident may destroy the worker's confidence as well as the confidence of the public.

One of the main points with regard to the trainer or instructor is to select a competent person who is sympathetic toward the utilization of women and who is acquainted with the psychological reactions of women.

Women should be trained for a special job in the same general manner as men, except that (1) greater patience and detail is required when teaching women about the use and care of tools and the principles of machinery; (2) a special effort should be made to show new women workers the relation of their specific job to the work as a whole; (3) women who have never worked before should have special instruction about how to approach their job in a workmanlike manner; (4) women should be instructed about suitable work clothing and safety regulations.

IV. PLACEMENT

Placement should be based upon the type of work to be done, the hours of employment, the physical strength and skill required for the job, the woman's attitude and her ability to learn the particular job in which she is to be placed. In so far as practicable women should be appraised in terms of their own peculiar qualities and capacities rather than in terms of men's accomplishments.

When possible, it is best to arrange so that women vehicle drivers do not have night runs and do not spend much, if any, time on the extra board, because this may interfere seriously with their home duties.

Women bus or street car operators usually like work as "Trippers", that is to say, three or four hours in the morning and three or four hours in the late afternoon, with an interval in between for shopping, housekeeping, or relaxation. If feasible, special runs in residential areas should be set aside for women bus or street car operators.

On jobs involving physical strain women should be broken in gradually, working only a few hours a day at first and increasing the time daily during the training period. In that way they become accustomed to standing, pushing the pedals, or whatever is required, and their leg and back muscles become hardened so that they will not become over-fatigued when they first undertake regular work.

It is very important to adjust the seat of a bus or street car to the height of the woman who drives it. If a woman finds difficulty in reaching the clutch and brake or if her feet do not touch the floor, she will tire easily and become subject to accident. Moreover the chances are she will not hold out long as a driver.

On the whole it is not advantageous from the performance point of view to require women to work more than 8 or at the most 10 hours in any day, as they are inclined to become fatigued more quickly than men.

An inexperienced woman worker should not be expected to perform as well as an experienced man. Too frequently women with inadequate training and little experience are censured for failing to measure up to the job performance of men who have spent many years on the job. As women learn their new jobs they should be up-graded on the same basis as men.

V. SUPERVISION

On the whole, experience suggests that the work of women employees is best supervised by a man if he is the right type. Many companies find it advantageous to employ a woman counselor to deal with the personal matters affecting its women employees.

It is important that each new female employee shall be carefully followed-up immediately after she undertakes a new job, in order that her mistakes or weaknesses may be corrected before she has developed bad habits of work. Most women like to be treated firmly though kindly. Instructions should be simple, definite and clear.

If any woman fails in the performance of her work, the woman counselor should investigate to find out whether she has personal problems of any kind that are wholly or partially responsible.

VI. UNIFORMS

A suitable uniform builds morale and is a safety factor. Emphasis should be placed upon suitability rather than glamour. Uniforms should be comfortable, becoming, neat and simple. Uniforms for bus or street car drivers and conductors are sometimes furnished by the company while shop uniforms are customarily supplied by the worker.

VII. WOMEN'S ROOMS

Separate toilet facilities must, of course, be arranged wherever women work, even at the termination points of long runs. If possible, individual lockers should be supplied and a hot meal provided at or near the shops or car barns. If women are employed on late night or early morning runs, limited space should be arranged where operators may sleep instead of returning home. Since most women care a great deal about the conditions under which they work, provision of such facilities may prove an important factor in keeping labor turnover at a minimum.

VIII. PRACTICAL HINTS TO THE SUPERVISOR OF WOMEN WORKERS

The supervisor who thinks that all he has to do when women are employed is to install separate toilet facilities, then tell the women to go to work like men is in for a rude awakening. On the other hand, if he starts out by pampering the women, giving them everything they ask for and treating them as if they were Dresden dolls, he is also in for trouble.

Actually there are a few basic differences between men and women which, if recognized at the outset, will result in a satisfactory working equation between the woman worker and her supervisor, male or female. Both the quality and quantity of work will then measure up to standard.

Women are not just "small men." The average woman differs from the average man in certain physical, psychological and experience factors which have a direct bearing upon her ability to learn and to perform certain jobs.

The generally accepted differences between men and women that have to be considered in employment as they emerge from the studies of recognized authorities appear to be:

1. Physical

   a. The elbow and the knee are constructed differently in women. This partially accounts for their tendency to grasp tools differently from men and to be less steady on their feet.

   b. The muscle fibres of the average woman are proportionately longer, thinner and less viscous, than those of men. Though a woman can develop her muscles with use, the strength of most women will never equal that of a man of similar build.

   c. The lifting strength of the average woman is a little more than one-half that of a man, while her pulling strength is about two-thirds that of a man.

   d. The average woman is approximately five inches shorter than the average man.

   e. The grip of the average woman is just a little more than one-half that of a man.

2. Psychological

   a. The average woman is more interested in people than in things or processes. She cares more about the person she works with and for than about what she does. A special effort has, therefore, to be made to interest her in the work she is expected to perform.

   b. Most women respond quickly to emotional appeals, negative or positive. A sympathetic yet positive approach is consequently required from those who train or supervise women.

   c. The average woman is less direct in her approach to people, work and things, than the average man. Everything she says should not be taken seriously.

   d. The average woman begins a new job with an "inferiority complex" resulting largely from her limited physical strength and industrial background. She is consequently sensitive to criticism and is easily discouraged. She may also appear to lack initiative at first. Deserved praise helps to build her self-confidence.

   e. The average woman follows instructions more meticulously than the average man. She is, therefore, better adapted to routine and detailed tasks. Her good nature should not, however, be imposed upon.

   f. The average woman is a born housekeeper and homemaker. She therefore tends to be neat about her work, because she considers her work-place as her home. This is an asset which should be encouraged within limits.

3. Experience

   a. The average woman has not had the experience of playing with mechanical toys, watching men repair cars, helping to mow the lawn or driving a delivery wagon during vacations that the average man has had. Special instruction is required to remove this handicap.

   b. To many women the noise, dirt, smells, and extremes of heat and cold existing in workshops, garages, and loading platforms of transportation companies, are obnoxious because they are unaccustomed to them. This is soon overcome.

   c. Many women, especially housewives, who have previously planned their own activities as they pleased, at first find it difficult to be punctual and to sustain the work-tempo throughout a long day. Do not pamper them; help them to establish new work habits.

   d. Most women have had experience with sewing and other delicate manipulative tasks which give them manual dexterity superior to men. Make the most of this.

Suggestions for dealing with the problems arising out of these differences are:

1. If possible, before any women are employed, the men workers should be informed of the necessity for employing women, and their cooperation should be sought.

2. To obtain the best effort from a woman worker she should be made to feel "at home" in her job. She should be oriented to her surroundings as to lockers, wash room, eating facilities, and work routine.

3. The jobs on which women are placed should be carefully selected keeping in mind both their limitations and their special aptitudes.

4. At the very beginning women employees should be made to understand that they are entering a new work relationship and that they will be treated on a strictly business rather than a social basis.

5. Special training to familiarize women with mechanical devices, tools and the shop atmosphere should be given before they begin regular work. The relationship of the particular work that they are performing to the work as a whole, should be carefully explained in order to create a vital interest to eliminate any sense of fear, inferiority, or futility. Women may also need a little more practice on the job than is necessary for men before they can be left to their own initiative.

6. Women often require closer supervision than men until they have gained sufficient work experience to feel confidence in themselves. At first time should be taken for individual supervision of women, even when they work in a group.

7. Good supervision of both men and women results in their wanting to work, therefore:

Do not "bawl" them out - Explain
Do not reprimand them in public - Say it privately
Do not show favoritism - Be fair
Do not pamper them - Be firm
Do not patronize them - Show them respect
Do not be familiar - Be friendly but impersonal
Do not expect them to know what to do without being told - Give definite instructions
Do not do their work for them - Teach them to do it themselves
Do not compromise because they are women - Hold them up to the established standard
Make them feel that they are needed. That is the key.

Women have a special contribution to make in war work if properly trained and supervised:

Women excel in patience
Women excel in work requiring manipulative speed and dexterity
Women are natural housekeepers; they are usually good at cleaning and neat at their work
Women do not mind routine work
Women usually follow instructions without argument
Women are easy to direct when approached in the right manner
Women can do almost every job with the help of mechanical lifting devices, if properly trained and supervised.
Women, like men, can take noise and dirt and heat and cold and hard work and even orders, if they feel their work is worth while and they are kindly treated
Women can lighten, brighten and humanize the place where they work, if their interest is properly channelled.

IX. PRACTICAL HINTS TO THE WOMAN WORKER PERFORMING A MAN'S JOB

1. Wear clothing suitable for your work, whatever it is.
   You may reach over fenders, roll under locomotives, climb in and out of cranes or drive a bus in cold, hot or windy weather.
   Your clothing should not blow up nor pull apart, nor should it fit too snugly; it should be warm in winter and cool in summer.
   If your work requires meeting the public, a suit with shirt is appropriate.
   A one-piece coverall, with drop seat, made of heavy cotton material, or overalls and a jumper is best adapted to mechanical work.
   If you perform out-of-door work in winter you will need long, warm underwear and an overcoat, a sweater or a short coat, depending upon the kind and place of work.
   If you live in a hot climate light-weight, but not fluffy, garments with short sleeves should be provided.
   To protect your hair from grease, oil, dirt and catching in machinery, you need a cap which entirely covers the head.
   Sturdy shoes with toes, low heels and substantial leather soles will keep your feet warm and dry, and will last longer than cloth substitutes. Oil destroys rubber soles.
   Cheap cotton gloves can be worn to protect your hands from dirt, if they do not interfere with the work. Gloves should not be worn when operating moving machinery.
   Use of Protex or some other special skin cream will protect your skin from dirt and grease in the shop.
   Jewelry is taboo anywhere.

2. Assume a workman-like attitude to the job.
   - Yours is not a "powder puff" job.
   - It is not a social affair.
   - It is a "man's job" you have undertaken.
   - A man's job is his first concern.
     - A good workman takes pride in doing his job with care and speed.
     - He is a self-starter because he goes ahead with his job and takes responsibility for it.
     - He accepts suggestions and criticism without resentment or pouting.
     - He cooperates with his boss and other workers.
     - He does his share of the work without asking for unnecessary help.
     - He does not expect continual praise.
     - His nose doesn't get out of joint if somebody else receives praise.
     - He doesn't ask special privileges because he is a man.
   - You will gain the respect and admiration of the men you work with if you, too, assume a workman-like attitude. You can be friendly without being familiar or gossipy.

3. Behave in a Business-like Manner.
   - Get to work on time, go to lunch on time, and get back on time.
   - When you take a day off, it means either that someone else has to do two jobs or your job doesn't get done.
   - When you accept a job, you should feel honor-bound to continue it at least until you have paid back the cost of teaching you how to do it.
   - Industrial work is not like housekeeping. At home you do things when and as you like, at work you do what you are told, when you are told, and how you are told, by your boss.
   - Keep your tools and your work place as clean and neat as you would your dishes or your home.
   - There is no time for long confabs with fellow workers or friends.
   - The men you work with are there to do a job, and not to play around with you.
   - Don't ask unnecessary questions - if you can't figure out what to do, ask your boss.
   - Men expect all women to cry and gossip - surprise them, don't do it.
   - If your new work seems hard and your muscles ache the first few days, don't get discouraged, you'll soon become used to the work and your muscles will harden.

4. Adjust your Personal Life to Fit your Job.

   - If you have a troublesome problem, tell your boss or the woman counselor about it - not your fellow workers.
   - If you have any complaints about your work, take them to your immediate boss - the head man will take it up with him anyhow.
   - Arrange to buy your groceries at a time when you won't need to take time off from work.

Arrange for children or other members of the family to be cared for during your absence so you won't worry about them.
Don't let noise and dirt in the shop bother you - the men can take it, so can you.
When you feel like taking a day off, remember that your men folks at the battle front can't stop for anything.
If it is absolutely necessary to be absent from work, give advance notice.

5. Observe Safety Rules.
   If you learn to do your work in the right way, you aren't likely to have accidents.
   Look before you cross a railway track. Step between the rails never on them.
   Turn off the engine before you start to work on a car.
   Wash your hands thoroughly with soap before you eat.
   Wear a cap to protect your hair from being caught in moving machinery.
   Learn how to handle a battery without getting acid on your hands.
   Don't try to lift more than you are able - 35 to 50 pounds is usually allowed under state laws.
   You can lift without strain if you observe the following instructions:[1]
      a. Keep your arms and back straight. Bend your knees and lift with your legs.
      b. Never lift while in an awkward position.
      c. Be sure you have good footing. Lift with a smooth even motion.
      d. When lifting with another person, make sure you both lift at the same time and let the load down together.
      e. Lift with your mouth open.
      f. When lifting from a bench, slide the material close to your body and after grasping it, keep your arms stiff; make the lift by bending your body backward.
      g. Wipe oil or grease from your hands before attempting to lift.

6. Remember that as a Woman you Can Make a Special Contribution.
   Other women will be judged by what you do.
   Men will respond to the standards that you set for them.
   Women are especially good at details of work and cleaning.
   Women are usually careful about following instructions.
   Women tend to be aware of other peoplds feelings.
   Men will eventually share in the amenities which have been established especially for you.
   As a woman you can have a humanizing influence in the place where you work, if you maintain your dignity.

---

[1] U.S. Department of Labor, Woman's Bureau

X. COMMENTS OF EMPLOYERS -- Excerpts from letters and speeches by leading transportation men.

RAILROADS

"...Women working in the railroad shops are performing many kinds of work and are doing the work well and efficiently, and when they have been at work but a short time show an intelligent understanding of what is wanted and turn out good work.

"Among the varied work now being done by our women employees I might list the following:

"Running drill presses, bolt and nut threaders, operating steam hammers, stationary firewomen, fire lighters, blacksmith helpers, cleaning and servicing batteries, assisting painters, machinist helpers, oiling and packing journal boxes on freight cars, delivery clerks on trucks, sorting and assembling material, making boxes, babbiting journal bearings, removing babbit from worn-out bearings, running broaching machines on car bearings, sorting scrap, etc. They have now been assigned as helpers to nearly every craft in the shops, and in the Stores Department have taken over all but the very heaviest of work."

* * *

"...Women have proven generally satisfactory in the positions in which they are now employed and I believe could, after proper training, successfully fill many of the other positions listed in the enclosure received with your letter, where conditions are suitable for their employment."

* * *

"It is interesting to note that varied positions held by women in our company: professional and sub-professional assistants to our executives, chief clerks in major and minor departments, assistant chief clerks, supervising cashiers, storekeepers, sales agents or buyers, ticket agents, patrolmen or watchmen, traffic agents, inspectors or investigators, claim agents, motor vehicle operators, extra gang or section laborers, signal maintainers, shop inspectors, machinists, sheet metal workers, gang foremen, station agents or telegraphers, freight house truckers cooks and transportation inspectors...many of these positions carry with them great responsibilities...I know of a woman blacksmith who has been doing the heaviest kind of work for almost 25 years and a woman telegrapher (in another railroad who is) so interested in her job she refused to take a vacation...

"...In any event women today are doing hard work, and they are going good work."

* * *

"In about a year the employment of women has just about doubled rising from 1400 to 2800 women...or 6 to 7% of total employees...among the new jobs in which women are employed are car repairer, machinist helper, electrical helper, engine wiper, yard and shop laborer, car cleaner and flagman on suburban trains... Our men are sometimes amazed to see how interested the new women employees are in learning the jobs...it is amazing how high a standard of accuracy so many of the women display...they take more seiously any mistake or irregularity for which they are responsible...also show a considerable interest in workmanship and working manners of the men with whom they are assigned...In some cases they are mastering jobs that have proved difficult even to men...We owe the women an everlasting debt of gratitude...they have our deepest respect, admiration and sincere appreciation."

LOCAL TRANSIT

"Our women operators are doing an excellent job and it is our intention to keep on training additional women as long as the present manpower shortage exists.

"They take pride in maintaining their schedules. Complaints on women operators are rare and we have received many letters of commendation. We seldom receive complaints from the women operators themselves.

"Absenteeism on the part of women operators has been no worse than the men hired during the same period. In fact, the turnover is higher with the men.

"Women placed in jobs requiring mechanical skill have been selected for apparent mechanical aptitude. These have justified the time spent in their training in nearly every instance. Nearly all of our turnover of women employees has been in the unskilled classifications."

* * *

"Our experience with women employees in other than office positions has been entirely different in the two categories mentioned above. In the shops women are now used for work on control panels of trolley coaches, repairing fuel pumps and injectors for diesel motors, repairing air operated swipes, carburetors, small electric motors, adjusting distributors, etc.

"All of these women were trained in a school which we established on the property, and they have proved to be more satisfactory than the average male employees hired during the same period, for the reason that the quality of male applicant is considerably below the quality available to us in prior years.

"...We have found women in the shop to be very satisfactory in the positions requiring manual dexterity where great strength is not required.

"We could summarize the experience we have had with women operators as being unsatisfactory. We have not been able to ascertain the real reason why women leave our employment when employed as operators but find from interviews that their excuse is principally the interference of our round-the-clock operation with their normal life. Only a very small percentage have given as a reason for quitting that the work here is too hard or too nerve-racking."

* * *

"Generally speaking our women operators have been doing their work in a very satisfactory manner.

"During the thirteen months in which we have been employing women for use as Conductors and Operators the turnover for men has averaged 33.3% and for women 32.3%. Women are, however, absent from work more frequently than men, the main reasons which are given being that they are tired or indisposed, or wish to attend to personal business."

* * *

"...we have hired a little over one hundred women bus and car operators. ...We give them the same training as we do the men. We still have quite a number of the first lady bus operators in our service, who have now been with us over a year."

..."We are very well satisfied with the way our women bus and street car operators have handled their jobs; I would say, at least ninety per cent of them. Most of them seem to pick up and learn this line of work very rapidly.

"As to their accident records, I have made one or two small checks against a few of the women and men operators, and I am of the opinion that the women are, if anything, having fewer accidents than the men who have been hired during the same period. We find that the women are very courteous, in most cases, to the public and are a little less inclined to take unnecessary chances in driving their equipment.

"I regret at this time that we didn't start hiring women operators six months before we did in order that we might have gotten in on the ground floor and obtained some of the more desirable class of women for these jobs."

TAXI CABS

"...As time went on it was found that the cabettes did not require any special observation, other than had been given to the male employees and as the women continued to do their jobs, they soon became recognized fully as capable as the men had been.

"Since the time of first employing the lady mechanics, we have lost all of them excepting three and from our experience with them, we found that these women did not hold their jobs long enough to justify the training period. It seems that the principal trouble with these jobs is the lack of glamour, the necessary monotony of the mechanics and restrictive immobility."

* * *

"...the cabette has aided very much in the present transportation problem and that they have done a very good job, as their bookings for the number of hours that they drive will prove as good an average as those of the men. Their accident record shows that it is better than the record of same number of miles traveled by men drivers."

* * *

"We have had many and varied experiences with women drivers. Including the girls seeking adventure, the housewives trying to relieve the manpower shortage and the wives of service men endeavoring to do their part in the National crisis.

"The last mentioned group include our most successful women drivers. Holding a man's job is very important to them and to their future. They meet their obligation with sincerity and exhibit such a cooperative attitude that it is a pleasure to work with them.

"We have employed women with a considerable degree of success as automotive mechanics. They are placed on small, light work, such as generators, starters, carburetors, etc. Absenteeism is not prevalent among women mechanics. It has also been found that women do a superior job to men with the same amount of training in many instances. The training of women mechanics is costly, but our experience has justified the expenditure."

* * *

"Our experience with recruitment, training and performance of women workers has been quite satisfactory and they are filling most every position in the establishment with the exception of those requiring highly trained experience in mechanical ability. We are able to use some women part-time as gas pump attendants or other positions requiring only a portion of a shift.

"...we have about 300 women driving taxicabs."

INTERCITY BUS

"...We now have approximately 300 women bus drivers employed in the Bay Area. As a whole they are doing a very fine job of driving. Women bus drivers, for the most part are handicapped to begin with due to their not having had experience in handling heavy equipment. However, they have learned the details of handling tickets and paper work more rapidly than many men applicants.

"...Women drivers are employed on our local operations only, which does not necessitate their being away from home over-night and their runs are terminated at their home terminal. They are not used on main-line schedules requiring the handling of heavy baggage.

"We have made numerous studies of accident frequency and severity with respect to women and men bus drivers. On each occasion these accident analyses have shown that women drivers have a slightly higher accident frequency. On the other hand their severity rate is slightly less than that of the men drivers. We believe this would indicate that women drivers have a little more difficulty in maneuvering the buses as to backing and turning, but are also more cautious on over-the-road operations where there is the most danger of a serious accident."

* * *

"The work of our women employees as mechanics has been very satisfactory. Their work consists of light skilled and unskilled work, upholstering, electricians helpers, coach cleaners and maids.

"Our turnover has been negligible and the few that have left our service have done so to accompany their husbands who are in the armed forces and transferred from our area."

AIR LINES

"...Our supervisors in the various departments agree that while women are a problem, those who stay with the work are fully equal to the men and are doing a splendid job.

"...they have been found particularly adapted to some of the maintenance work, and some of them will be kept on after the war, when need for women as replacements only has ended. In Flight Service, where they have only been recently taken on as stewardesses, they have been found completely satisfactory, although at present they are used only on the shorter runs...

"Absenteeism is much higher among women than among men, since they have more home problems and because they seem to lack a sense of responsibility toward their job, probably because to many of them it is temporary. They take offense more easily at any criticism, and since they will not talk back as a man would, they carry their hurt feelings longer."

* * *

"...we are using women as Passenger Agents, Reservationists, Counselors, and Radio Operators and in all instances, these women have proved to be very satisfactory with a very small amount of turnover.

"...we also find them to be very capable for work as cargo clerks."

* * *

"Women have been successfully employed in the Traffic Department of this company for some time. It has been the experience of our supervisory personnel that they have been able to carry out their responsibilities capably and effectively and in some respects their performance has been superior to men.

"Women employed in mechanical work have remained on the job as long as our supervisory personnel was able to retain their interest and keep them fully occupied. Their employment record with the company has been most favorable, absenteeism and turnover being one of our minor problems with this class of employee. The major difficulty encountered was a matter of supervision. Men are still reluctant to demand or request that women perform tasks that would ordinarily be done by male employees."

"...We now employ 40% women in all types of work which we formerly believed could be handled by men only. Some of the jobs include mechanical work, handling and dealing with the public, educational and sales work.

"In most of these jobs, women have worked out surprisingly well -- especially in work requiring great detail and handling people."

SURVEY OF JOBS SUITABLE FOR WOMEN ON RAILROAD "A"

January, 1944
Personnel Supply Section
Division of Transport Personnel
Office of Defense Transportation

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PREFACE

Last September the Office of Defense Transportation issued a document entitled "The Railroad Manpower Situation." This Document contained an action program designed to prevent the development of manpower shortages on the railroads. Included in this program was a provision which reads as follows:

> "3. Recruit and enlist services of women employees to the fullest extent possible.
>
> "Railroad management must initiate and promote this part of the program. Individual railroads have of course already done so. The first step in the program would be for each railroad to list all jobs which in the judgment of its management can be filled by women, and then determine how many women by job classification will be required to fill these jobs. Assistance in the recruiting can be obtained from the Office of Defense Transportation, the War Manpower Commission, and the Railroad Retirement Board.
>
> "Some railroad companies, notably the Pennsylvania and the Southern Pacific, have done relatively much more than others in recruiting women employees. Not even the few companies that have been aggressive in this matter have by any means exhausted the possibilities. Railroad labor organizations have both helped and hindered. They have had no uniform policy. They should help consistently by agreeing, for the duration, to the modification of the seniority provisions of their labor agreements which militate against the employment of women."

With a view to helping the railroads, the railroad labor organizations, the Railroad Retirement Board, and the War Manpower Commission to carry out this provision of the Office of Defense Transportation Railroad Manpower Program, a study of railroad work which women can do has been undertaken by Miss Dorothy Sells, Chief, Personnel Supply Section, Division of Transport Personnel, and Miss Olive Dennis, Engineer of Service, Baltimore and Ohio Railroad, who acted as consultant and co-worker with Miss Sells during the period of the study. This study constitutes an on-the-spot analysis of the work performed on one division, and in one large shop and store house of a typical Western Railroad.

Since last September, when the replacement of men by women in railroad occupations was first urged by the Office of Defense Transportation, the need for such replacements has become progressively acute. The women of the nation constitute the largest single source of labor supply still available for transportation occupations. Both in England and here at home women have proved themselves capable in a great variety of railroad jobs for which they were not considered suitable before this war. Though a good beginning has been made by the utilization of over 100,000 women in nearly 90 of the 128 occupational groups for which the Interstate Commerce Commission obtains regular employment reports, places for many more will have to be found if imminent manpower crises in many localities and at various points on the railroads are to be averted.

Among the thirty-two railroads employing more than 10,000 persons in the United States there is not only a wide diversity in the types of work where it has been found feasible to use women and in the numbers of women employed, but the percentage of total employees who are women ranged in October 1943 from 13.3 per cent on the railroad employing the greatest proportion of women to 2.8 per cent at the lower end of the scale.

Circumstances peculiar to each company no doubt account for many differences of this kind, but the facts indicate that uncertainty about what is suitable work for women has been one of the greatest deterrents to more general utilization of the nation's womanpower by the steam railroads.

Both Miss Sells and Miss Dennis have worked conscientiously on this report, having spent considerable time in the field and in consultation both with supervisors and representatives of employees. They have, in my opinion, done a very thorough job so that it is with confidence I commend their joint effort as being worth serious consideration by those concerned with facilitating employment of women on the railroads.

Otto S. Beyer, Director
Division of Transport Personnel

Purpose of the Survey

The purpose of the Survey was to determine by observation and analysis of operations, what specific jobs are suitable for women, what jobs are not suitable for women, and what jobs with reasonable adjustments can be adapted to the limited physical capacities and experience of the average woman worker.

The Survey was conducted during the period September 26 - October 12, 1943.

A Survey of this kind was undertaken at this time because it was believed that it would form a realistic basis for increased utilization of women workers in the railroad industry as a part of the Thirteen Point Manpower Program issued by the Director of the Office of Defense Transportation on September 1, 1943.

Selection of Railroad "A"

Railroad "A" was selected for the Survey for the following reasons:

1. It is a western railroad with a manpower problem, but is not located so far away as to entail a great deal of travel.
2. It employs a relatively small percentage of women.
3. Its main facilities are concentrated within a conveniently small area.
4. Its management and labor representatives were cooperative with regard to the survey.

Scope of the Survey

The Survey included most of the jobs in all except the first of the reporting divisions for which manpower figures are collected by the Interstate Commerce Commission, namely:

I. Executives, officials and staff assistants
II. Professional, clerical and general
III. Maintenance of way and structures
IV. Maintenance of equipment and stores
V. Transportation (other than train, engine and yard).
VI (a). Transportation (yard masters, switch tenders and hostlers).
VI (b). Transportation (train and engine).

Some occupations which are obviously unsuitable for women and a few others which are not performed on Railroad "A" were omitted from the Survey. The work involved in several additional occupations was observed on other railroads, e.g. suburban trainwomen and various occupations performed in a hump yard.

Method of the Survey

The first step in the Survey was to discuss its purpose and plan with the Division Superintendent, Superintendent of Shops, General Storekeeper, the General Chairmen of the Shopcrafts and the Division Chairman of the Clerks with a view to obtaining their cooperation. During the progress of the Survey a letter explaining its purpose and scope, was sent to the following by the Director of the Division of Transport Personnel:

A. Johnston, Grand Chief Engineer, Brotherhood of Locomotive Engineers
D. B. Robertson, President, Brotherhood of Locomotive Firemen & Enginemen
H. W. Fraser, President, Order of Railway Conductors of America
A. F. Whitney, President, Brotherhood of Railroad Trainmen
T. C. Cashen, President, Switchmen's Union of North America
Maurice Franks, President, Railroad Yardmasters of America
Geo. M. Harrison, President, Brotherhood of Railway & Steamship Clerks
E. E. Milliman, President, Brotherhood of Maintenance of Way Employees
V. O. Gardner, President, Order of Railroad Telegraphers
A. E. Lyon, President, Railroad Signalmen of America
B. M. Jewell, President, Railway Employes' Department

Throughout the Survey the investigators were accompanied by a member of the Labor Relations Staff of Railroad "A". The different jobs were observed one by one in each department. The foreman (or chief clerk) of the department concerned accompanied the investigators and answered questions regarding the specific duties entailed in each occupation or job. The general chairman of the appropriate labor organizations in some cases accompanied the investigators and the judgement of both supervisors and general chairmen was sought with regard to the suitability of each job for women.

Following the observation trips, the investigators consulted with one another and checked their own judgment as to suitability of each job for women with that of other experienced persons and with available lists of railroad jobs considered suitable for women on other railroads and by other agencies. The decision as to whether a particular piece of work could be done by the right type of woman was finally determined on the basis of the nature of the work and the physical or other limitations of women, irrespective of restrictions embodied in labor agreements or governmental regulations.

The findings of the Survey were submitted to the Presidents of each of the railway labor organizations listed above and to the Association of American Railroads for their comments. All specific points which were raised have been carefully considered and certain changes have been made in revising the original text of this report.

Findings of the Survey

A. DESCRIPTION OF THE WORK OF THE VARIOUS DEPARTMENTS ON RAILROAD "A" AND THE POSITIONS SUITABLE FOR WOMEN IN EACH

In this report the departments are dealt with in the following order:

I. EXECUTIVE OFFICES

II. GENERAL OFFICES
  Engineering
  Employee Records and Insurance
  Labor Relations
  Accounting
  Traffic
    (a) Passenger, mail, baggage and express
    (b) Freight
  Purchases and Stores
  Other General Offices
    (a) Police
    (b) Medical
    (c) Legal and Claims
    (d) Real estate and Taxes
    (e) Photography
    (f) Printing
  Clerical and Service

III. MAINTENANCE OF WAY AND STRUCTURES
  Roadway
    (a) Section work
    (b) Repair Shop
  Bridges and Buildings
  Telegraph, Telephone and Signals

IV. MAINTENANCE OF EQUIPMENT AND STORES
  Inspection of Locomotives and Cars
  Motive Power
    (a) Round House
    (b) Back Shop
      Erecting Shop
      Blacksmith Shop
      Boiler Shop and Tank Shop
      Electrical Shop
      Machine Shop and Tool Room
      Wheel and Truck Shop
      Rod and Link Shop
      Tin and Pipe Shop
      Pattern Shop
      Power House

Freight Car
- (a) Freight car yard (rip track)
- (b) Freight car shop

Passenger Car
- (a) Passenger Car Servicing
- (b) Passenger Car Yard
- (c) Passenger Car Shop
    - Body and Paint Shop
    - Electrical Shop
    - Wheel and Truck Shop
    - Pipe and Tin Shop
    - Upholstery, Carpet and Cabinet Shop

Stores
- (a) Storehouse and Storeyard
- (b) Reclamation and Scrap Dock

V. TRANSPORTATION (OTHER THAN TRAIN, ENGINE AND YARD)
- Dispatcher's Office
- Telegraph, Telephone and Towers (Interlocking and Crossing)
- Stations
    - (a) Passenger
    - (b) Freight
- Dining Car Service
- Laundry

VI (a). TRANSPORTATION (YARD MASTERS, SWITCH TENDERS AND HOSTLERS)

VI (b). TRANSPORTATION (TRAIN AND ENGINE SERVICE)

I. EXECUTIVE OFFICES

Executives, Officials and Staff Assistants

Railroad transportation is a specialized techanical field, in which experience acquired in outside industries has only a limited value.

The diversified nature of railroad activities and the interdependence of the various departments also requires for the work of executives and higher supervisory officials, a background of railroad experience not usually possessed by women. For these reasons the positions within this classification which can be filled by women are usually limited to those of executive assistants, dealing more particularly with one specific type of work.

II. GENERAL OFFICES

Professional, Clerical and General Employees

The arrangement of departments varies on different railroads. The following outline agrees in general with the practice on the particular railroad used as a basis for this survey. In the general offices for each department there are clerical positions covering stenographic, secretarial and messenger work, filing, and bookkeeping, which can be handled by women. These will not always be repeated under the individual department headings. It is not a complete list of all departments on all railroads, but includes the principal ones located in the general offices of railroad A.

- Engineering
- Employee Records & Insurance
- Labor Relations
- Accounting
- Traffic
  - Passenger, baggage, mail and express
  - Freight
- Purchases & stores
- Other General Offices
  - Police
  - Medical
  - Legal & Claims
  - Real Estate and Taxes
  - Photography
  - Printing
- Clerical and Service

A detailed study of each of these departments reveals the following facts:

Engineering

This office prepares plans and programs of expenditures for the building and maintaining of railroad facilities, including tracks, bridges and buildings. The principal positions in this department require technical training and experience. Since the training cannot be obtained within a short period and the experience derived from field positions is generally not obtainable, such jobs are not considered suitable for women unless they have already received an engineering education.

There is other work, particularly in the drafting room, however, to which women with adequate technical education are admirably suited.

Positions Suitable for Women:

- Designer and detailer
- Draftsman
- Tracer
- Letterer (including map coloring)
- Record keeper
- Blue print machine operator

Employee Records & Insurance

The Employment and Insurance Department handles personal records of all employees, group insurance and pensions. All of the work in this department is clerical in its nature and is exactly the right kind of work for women.

All positions in this department, except that of superintendent, were handled by women on the railroad studied.

Positions Suitable for Women:

- All positions

Labor Relations

This department handles, with railway labor organizations and government agencies, all personnel matters pertaining to seniority rights, working agreements and rates of pay.

Most of the work of this department seems better suited to men than women, because it requires dealing with labor chairmen, all of whom are men. However, women of the right type often make better conciliators than men; and women might be used in connection with this function if the work can be so organized.

Positions Suitable for Women:

- All clerical positions

Accounting

The accounting offices deal with freight accounts, overcharge and loss and damage claims, disbursements and pay rolls, passenger accounts and interline ticket rates, car service accounts, fuel accounts, joint facilities accounts, statistics and cost studies.

The machine work for all of these offices can be performed by women on dictaphone, comptometer, and International Business Machines. The mail bureau of the accounting department can also be handled entirely by women. It covers all stencil and hectograph work.

A few of the accounting jobs, such as that of the car repair clerk, require technical knowledge not usually possessed by women. The preparation of interline freight accounts requires much training for the verification of rates and interline divisions. Practically all other work in the accounting offices can be handled by women who are sufficiently trained.

Positions Suitable for Women:

Paymaster
Accountant or Auditor
Clerk
Mechanical device operator
Waybill sorter

Traffic

(a) Passenger, Mail, Baggage and Express Traffic

This office solicits passenger, mail and express business and is responsible for maintaining standards of service which will attract and hold patronage.

Much of the work covered by this department is suitable for women. The work of passenger rate clerks requires considerable experience but can be handled by women if sufficiently trained. Part though not all, of the passenger traffic representatives contacting the public may be women.

Women can be depot passenger agents, whose duties include stocking trains at terminals with stationery and literature, inspecting the condition and servicing of passenger cars on outgoing trains, assisting passengers in transferring between trains or stations, changing tickets and looking after invalids, old persons and children.

With adequate training women make good ticket sellers, and have been found particularly fitted for small offices in hotels, stores and other city locations.

Women can handle the work of the advertising department, particularly when the general advertising program is planned by a committee of officials and the detailed copy writing is assigned to an outside advertising agency.

Women are not so well suited for jobs as baggagemen because of the necessity for handling heavy bags on trains in a very limited time.

Positions Suitable for Women:

Depot passenger agent
Passenger traffic representative
Rate clerk (senior and junior)
Ticket seller
Information clerk
Reservations supervisor
Reservations clerk
Mail distributor (company mail room)
Copy writer (advertising department)

(b) Freight Traffic

The work of the freight traffic department includes soliciting freight business, preparing freight tariffs, quoting rates and handling divisions of revenue. These positions require much training and experience, but can be handled by anyone sufficiently trained whether man or woman.

Since freight traffic representatives contact managers of industries and attend meetings with representatives of other transportation agencies, most of whom are men, this work is probably not as well suited to women as that of the passenger department.

Positions Suitable for Women:

Rate clerk (senior and junior)
Tariff clerk (senior and junior)
All other clerks

Purchases and Stores

This office handles supervisory office work for the stores department, including shop orders, and makes all outside purchases of company material and sales of scrap or other material. Fuel and stationery are handled in separate departments similarly organized.

The work involves determining priorities, placing orders in accordance with company standards, tracing and hurrying shipments, checking prices on invoices. Men are probably better suited for the jobs of lumber and fuel buyer and for that of file clerk which requires familiarity with the great diversity of articles to be purchased, many of a technical nature.

Positions Suitable for Women:

- Assistant priority director
- Assistant order clerk
- Order writer
- Requisition clerk
- Invoice clerk
- Hurry clerk
- Assistant hurry clerk
- Assistant purchase invoice clerk
- Assistant statement clerk

Other General Offices

(a) Police

The duty of this department is to protect company property, goods and passengers in transit and in stations, and to maintain order on the railroad property.

Positions Suitable for Women:

Patrolmen	(in suitable locations and preferably in daylight hours.)
Watchmen	(in suitable locations and preferably in daylight hours.)
Guard	(in suitable locations and preferably in daylight hours.)
Detective	

(b) Medical

This department is responsible for the required periodic medical examinations of employees, for examination and treatment of injured persons and testimony in court when necessary, and also for maintenance and supervision of first aid stations at various points on the railroad.

Positions Suitable for Women:

Laboratory assistant
First aid attendant
Nurse

(c) Legal and Claims

The duty of the legal department is to advise company officials on all matters of law and government regulation, to prepare briefs and argue cases in court, and before government tribunals, and to transact all other necessary legal business, including the handling of taxes and claims.

Positions Suitable for Women:

Attorney
Legal assistant
Librarian

(d) Real Estate and Taxes

This department represents the railroad in the purchase, sale or leasing of real estate; compiles information regarding land and real estate values for taxation purposes; examines and arranges for adjustments of assessments and other property taxes; and performs other related work.

Positions Suitable for Women:

Real estate agent
Tax agent

(e) Photography

Some railroads maintain a department for the making of photographs and prints needed to illustrate reports and for publicity purposes.

Positions Suitable for Women:

Photographer
Photographer helper

(f) Printing

The printing of railroad timetables, circulars, letterheads, forms, advertising leaflets, and employee literature may be handled by contract with an outside agency or in a company-owned print shop. In such a shop all jobs except those involving heavy manual labor can be handled by women.

Positions Suitable for Women:

Printer
Printer helper

Clerical and Service

Almost every department involves some general clerical and service work. In some cases this is done within the department and in others by special bureaus.

Positions Suitable for Women:

Claim agent and investigator
Clerk (general)
Secretary, Stenographer and Typist
Mechanical device operator
Storekeeper and tool room attendant
Telephone switchboard operator (PBX)
Elevator operator
Motor vehicle operator
Matron
Messenger
Janitor, cleaner, sweeper

III. MAINTENANCE OF WAY AND STRUCTURES

As indicated by the name, the duty of this department is to maintain the railroad track, right of way, bridges and buildings in good working condition.

Roadway

(a) Section Work

Heavy track work, involving renewals of ties and rails, is done by extra section gangs, usually housed in camp cars and moved from one site to another as the work progresses. Because of these housing conditions and the weight of the material handled, women cannot be used efficiently for heavy track work.

The lighter track work is performed by regular section gangs, assigned to definite sections of track. Women can be used for much of this lighter track work, particularly in situations where they can return home at night. They can handle practically all the track work required in freight yards and on side tracks and on main lines can be used in mixed gangs to assist in dressing track.

Work Suitable for Women:

Section man
    Cleaning trash from right of way
    Destroying weeds and grass
    Cleaning debris from ditches and culverts
    Levelling eroded spots in slopes
    Cleaning and oiling frogs and switches
    De-icing switches
    Removing snow
    Tightening track bolts and spikes
    Cleaning and filling oil switch lamps
    Cleaning lenses of electric lamps
    Cleaning and edging ballast
    Packing ballast
    Levelling piles of dirt thrown up by a mole
Section flagman

(b) Repair Shop

The Maintenance of Way Repair Shop is occupied chiefly with the work of reclaiming rail, frogs and switches. Used rails are straightened in a hydraulic press, the battered ends cut off and new holes drilled for the attachment of angle bars. In much of this work women can be of assistance.

Work Suitable for Women:

Welder (acetylene)
    building up frogs and welding composite angle bars for different sizes of rail
Machinist or helper (depending upon the terms of the agreement)
    operating hydraulic rail press
    operating power roller (forcing rail into cutter)
    operating radiograph
        cropping ends of rail with semi-automatic oxyacetylene torch machine
    operating twin chuck horizontal drill
        drilling holes in cropped rail, if power roller is used

finishing rail ends (smoothing cropped ends
of rail using portable pneumatic
grinder, preferably suspended by a spring)

Laborer
measuring, marking center, recording and
sorting reclaimed rail according to
length

Bridges and Buildings

Bridge and building gangs install, repair and alter structures along the railroad lines as instructed by the company's engineers. Women, as helpers of skilled trades workers, can assist in much of this work.

Work Suitable for Women:
(if they can return home at night)

Painter
scraping and painting bridges or buildings
Sign painter (signs, signposts, crossing gates, etc.)
Painter helper
Carpenter helper
Iron worker helper
heating rivets
Plumber helper
Electrician helper
Laborer
working in concrete and cement

Telegraph, Telephone and Signals

The duties of this department are to construct and maintain automatic block signals, interlocking plants, and the equipment of telegraph and telephone systems.

The work of installing telephone, telegraph and signal equipment out on the line does not seem suitable for women. In the repair shops, however, where company telephones, clocks and relay instruments are repaired women can be used in a number of occupations.

Work Suitable for Women:

Signal maintainer helper
dismantling, cleaning, adjusting
and reassembling signals and
telegraph relays

- soldering
- coil winding
- filling transformer boxes with asphalt

Telephone repairman helper

- dismantling and reassembling company telephones
- varnishing and enamelling metal parts
- rewiring to diagrams
- packing and unpacking shipments

Clock repairman helper

IV. MAINTENANCE OF EQUIPMENT AND STORES

Inspection of Locomotives and Cars

Locomotives are inspected in the round house after every run. Freight cars are inspected for defects at interchange tracks, at receiving and classification yards, at industry yards, and at forwarding or departure yards. All of this work is technical and requires much experience.

As freight trains pull into the receiving yards before classification, inspectors in pairs, one on each side of the train, watch the cars as they roll by and listen for the pounding of flat wheels or rattling of loose parts. After the train has stopped, a thorough inspection is made beneath and above the cars to check the wheels, journal boxes and lubrication, the running gear, the draft gear, the brake rigging and hand brakes, the air brakes, the coupling, the grab-irons or handholds on sides, ends and top. In a hump yard, the wheels and journal boxes are inspected and oil added where needed as the train moves slowly up to the hump. The inspection of parts beneath the cars is made from a pit between the rails. Inspection work of the first kind does not seem suitable for women because it involves climbing on and under cars. Inspection from a pit might be done by a woman, if she can be taught to recognize defects quickly enough.

Passenger cars are inspected in the coach yards at terminals and also at large passenger stations along the line, where particular attention is given to the journal boxes, and oil or additional packing is added as needed. Women can re-pack the journal boxes and insert oil.

Air brakes are tested every time a train is cut to make sure that in recoupling the air line is properly coupled up, and that the air brakes are working for the length of the train. This sometimes involves working between cars and does not seem suitable for women, who are generally less agile than men.

Positions Suitable for Women:

Carman (inspector)
    inspecting freight car trucks (in hump yard pit)
    inspecting and packing journal boxes

Motive Power

(a) Round House

In the round house, locomotives are cleaned, serviced, given such minor repairs as may be necessary, and prepared for the next run. Hostlers from the round house move locomotives to and from the outside tracks. Diesel locomotives are usually serviced in a special section of the enginehouse.

Work Suitable for Women:

- Clerk
    - dispatching engines and crews
    - call boy (if by telephone)
    - general
- Water tester
- Welder (portable electric equipment)
- Machinist or helper (depending on the terms of the agreement)
    - lubricating engine motion work
    - packing valves - steam, air and water
    - operating drill press
    - filling grease cups
    - alemiting
    - packing driving and truck boxes
    - cleaning air brake equipment
- Boilermaker or helper (depending on the terms of the agreement)
    - boring and cleaning flues
- Electrician or helper (depending on the terms of the agreement)
    - operating portable crane
    - cleaning head lamps
- Hostler (inside)
- Hostler helper (outside)
- Laborer
    - operating turntable
    - operating chore-boy truck
    - blacking front ends and fire boxes
    - polishing front ends

boring and cleaning flues
making grease cakes
cleaning locomotives, underframe and truck with
  steam pressure apparatus
cleaning Diesel locomotives inside and outside
wiping locomotive jackets, cabs, and cab windows
washing tanks
emptying and cleaning fire boxes
building fires
drying sand and filling sand boxes
cleaning cinder pits
supplying locomotive tool equipment
tending store room
watching engines

(b) Back Shop

In the back shop locomotives are given heavy classified repairs as distinguished from the light running repairs handled in the round house shop. The work in the back shop is divided among a number of separate shops or gangs, as follows:

Erecting Shop
Blacksmith Shop
Boiler Shop and Tank Shop
Electrical Shop
Machine Shop and Tool Room
Wheel and Truck Shop
Rod and Link Shop
Tin and Pipe Shop
Pattern Shop
Power House

In accordance with union agreements the workers in these groups are classified as machinists, boilermakers, blacksmiths, sheet metal workers, electricians, carmen, helpers and laborers. There are subordinate classifications of helpers and apprentices in each trade.

Erecting Shop

In the erecting shop, locomotives are stripped in varying degrees according to the class of repairs called for. The various parts are sent to the shops where they are to be handled, while work is being done in the main shop on the frame with cylinders and valve chests still attached. After all the parts are repaired or renewed as called for, they are reassembled on the frame and the locomotive is made ready to leave the shop.

Work Suitable for Women:

- Welder (electric & oxyacetylene) on light work
- Electrician or helper (depending on the terms of the agreement)
  - operating overhead crane
  - operating motor
    - turning motor on and off for mechanic
    - squaring valves in driving wheels
- Machinist or helper (depending on the terms of the agreement)
  - helping to erect fittings and grab handles on boilers and cabs
  - operating portable grinder
    - super heater pipes and headers
    - steam pipe joints
  - operating bolt lathe
  - operating planer
    - shoe and wedge work, if set up by a man
  - operating portable miller
    - squaring drive pedestals for roller bearings
  - alemiting engine rods and motion work
- Carman helper
  - installing cab curtains
- Laborer
  - cleaning, sweeping and odd jobs

Blacksmith Shop

The work in this shop consists largely of welding, forging, shaping, bending, tempering and hardening metal parts of locomotives and cars; dressing tools and repairing springs. Most of this work is too heavy for women though there are a few lighter jobs upon which women can be used.

Work Suitable for Women:

- Welder (electric and oxyacetylene)
  - light material
- Blacksmith or helper (depending on the terms of the agreement)
  - operating steam hammer up to 1500 lbs.
  - forging small tools and other light material
  - operating forging machine
    - bolt heads

- operating pneumatic hammer
    - light work
- operating bolt threading machine
- operating machine cutter
    - iron bars

Boiler Shop and Tank Shop

The work of this shop includes laying out, building and repairing boilers, tanks and drums and other sheet metal work. Most of this work is too heavy for women.

Work Suitable for Women:

- Welder (electric and oxyacetylene)
- Carman or helper (depending on the terms of the agreement)
    - scraping and washing tanks
    - fitting and grinding valves
    - spray painting tanks
    - painting cabs
    - applying fittings to cabs
    - installing tank hose
- Electrician or helper (depending on the terms of the agreement)
    - operating overhead crane
- Boilermaker or helper (depending on the terms of the agreement)
    - operating punch press
        - if lever is adjusted to avoid high reaching
    - operating drill press
    - operating spindle drill
    - operating radial drill
    - operating bolt cutter
    - rivet heating
    - fitting and applying small rivets
    - fitting bolts and tightening nuts on tanks and boilers
    - drilling tell tale holes
    - removing staybolt
    - staybolt tapping
    - re-setting flues
    - attending tool room
- Laborer
    - sweeping and cleaning

Electrical Shop

The work of the electrical back shop consists mainly of the repair of heavy traction motors, including those for Diesel locomotives. Very few small motors are handled here. The work requires the dismantling, cleaning and reassembling of motors of 250 to 300 HP. Many of the parts are heavy and hard to handle. There is a great variety in the types of motors. Out of some 2,000 motors handled in the shop surveyed there were estimated to be about 1,200 different kinds. Therefore, a considerable number of skilled and experienced workers will always be necessary. However, if the work is divided up there are certain lighter operations to be performed on most motors which women might be trained to do.

Work Suitable for Women:

- Electrician or helper (depending on the terms of the agreement)
  - buffing and cleaning small and medium parts of motors
  - cleaning parts with small portable buffer
  - spraying field coils
  - removing insulation between clips of commutators
  - cleaning and repacking insulation
  - cleaning laminations of armatures
  - winding small armatures
  - overhauling generators
  - washing filters in air conditioning units
  - attending tool room
- Laborer
  - cleaning and sweeping

Machine Shop and Tool Room

In the machine shop, work is done not only for the local back shop, but also in filling shop orders sent in from all parts of the railroad. In the tool room the work consists of making and repairing all company tools, including the maintenance of all the heavy machine tools used in the back shop, repairing pneumatic hand tools, and repairing valves, such as safety pop valves, feed valves, signal valves and pump valves.

Although many of the positions in the machine shop, and especially in the tool room, require technical knowledge and mechanical skill, involving working to very fine tolerances, a large number of these jobs can be adapted so that women with intelligence and alertness can handle them satisfactorily after a period of training. Women have considerable dexterity with their hands and learn quickly to operate the smaller machines with speed and precision, particularly when only one kind of operation is involved.

When the material to be handled is heavy, women can be assisted by mechanical devices such as hoists and cranes, portable or power rollers. Sometimes the positions of levers on machines can be changed so that less reaching is required, and additional leverage obtained to reduce the pull necessary to operate the machine. Height of machines can be adjusted for smaller workers by the use of platforms, and often a seat will make the work less arduous without impairing the efficiency of the operator.

Some of the heavier portable power drills and grinders are not suitable for women. Even if they have the physical strength to handle the tool when it is running smoothly, there is danger of a kick-back when it hits an obstruction which may force the tool from their grasp and cause an accident. In some cases the handles of tools may need to be reduced in size to conform to women's smaller hands.

In certain cases where the material to be handled is light or can be lifted by crane or hoist, women can be taught to set up their own work on simpler jobs. In certain cases where the time required to set up the job is short in comparison with the time required for completing it, a trained man may set up the work and a woman be left to tend or operate the machine. This can be done to advantage where there are a sufficient number of such jobs to keep a man occupied in setting them up.

Work Suitable for Women:
(on the machines in the shop surveyed)

- Welder (electric)
- Machinist or helper (depending upon the terms of the agreement)
  - operating milling machine, #3 Cincinnati
    - small and large gear cutting
  - operating shaper, 26", Gould and Eberhardt
    - all types of small work
  - operating radial drill press, 6', American Tool Company
  - operating Doall metal saw, 26", Doall Company
  - operating turret lathe #2, Warner and Swasey
    - turning small bolts and pins
  - operating tool grinder, 1½", Cincinnati
    - grinding large and small tools

- operating Kwick-way grinder
  - valve grinding
- operating Marvel High Speed saw
  - making metal bushings
- operating other lathes, planers, millers, drill presses, grinders, saws and bolt threaders, when the material is not too heavy, on such operations as: thread cutting, die grinding, jig boring.
- inspection of cracks
- measurement of small parts
- dismantling, testing, lapping, filing and seating valves, including signal, feed, brake, distributor, triple, safety pop, airbrake equipment, pump governors, and bell ringers
- attending tool room

Electrician or helper (depending on the terms of the agreement)

- operating overhead crane

Laborer

- cleaning and sweeping

Wheel and Truck Shop

This shop is responsible for the repair of locomotive driving wheels and trailer wheels, engine trucks, tender wheels and steel car wheels. The work involved is principally heavy, such as removing wheels from axles and rims and remounting them, turning tires, finishing axles, planing crossheads, turning and fitting brasses, boring cylinder castings and other heavy parts, but there is some lighter work, which women can do.

Work Suitable for Women:

Welder (electric)

- adding metal to driving boxes, if lifted by air hoist or overhead crane

Welder (acetylene)

- welding miscellaneous small parts

Machinist or helper (depending on the terms of the agreement)

- operating small wheel lathe
  - turning tires of trailer, engine truck, tender and steel car wheels, if a man sets up the job
- operating boring mill, 52" Gisholt

      - making cylinder packing rings, if a man sets up the job
    - operating lathe
      - finishing packing parts
    - operating small shaper (if trained to set up the job)
- Electrician or helper (depending upon the terms of the agreement)
    - operating overhead crane
- Laborer
    - cleaning and sweeping

Rod and Link Shop

The rod and link gang repairs driving rods and side rods of locomotives and the various parts of the motion work. The main rods are large and too heavy for women to handle, but there is much work which women can do on lighter parts, such as small rods, bushings, pins, cranks, yokes, bars and union links.

Work Suitable for Women:

- Welder (electric and oxyacetylene)
    - welding small parts
- Machinist or helper (depending on the terms of the agreement)
    - operating drill press
      - small or medium work
    - operating table drill
    - operating small engine lathe
      - working on bushings and pins, valve and reach rods, eccentric rods, combination levers, radius bars, bell cranks, reversing yokes and union links
    - operating small turret lathe
      - working on bolts and pins
    - operating metal saw, 15" blade
    - operating straight grinder
      - light work
    - operating heel grinder
      - light work
    - operating shaper, 14" stroke (with help for lifting heavy work)

Tin and Pipe Shop

The work in the tin and pipe shop is handled by sheet metal workers and pipe fitters. It covers a great variety of jobs, such as renewing the lagging on locomotive boilers, cutting and rolling boiler jackets, bending, threading and welding pipes. The tinners also make wash tubs and buckets, and place metal linings in boxes. Women can do the lighter pipe threading and welding and serve as helpers on the heavier work.

Work Suitable for Women:

- Welder (electric and oxyacetylene)
    - welding pipe joints
- Sheet metal worker or helper (depending on the terms of the agreement)
    - working on boiler jackets
    - operating pipe threading machine (if pipes are carried by men and if a shelf is placed on the machine)
    - soldering and leading (if enough work of this type)
    - stripping and replacing boiler lagging
- Laborer
    - cleaning and sweeping

Pattern Shop

The railroad used as a basis for this survey has no foundry and obtains its castings from an outside contractor. There was less work to be done in its pattern shop than on most railroads. However, when there is enough work, women can assist.

Work Suitable for Women:

- Pattern maker helper
    - sanding and shellacking patterns
- Laborer
    - attending store room
    - cleaning and sweeping

Power House

The power house furnishes steam for heating the shop buildings, pressure steam for washing locomotive trucks and wheels at the wash pit, and power for all the hydraulic machines in the shops. Even when the boilers have automatic coal stokers, the job of fireman could hardly be handled by a woman because of the weight of the long bar used in breaking up clinkers. Women could work in the engine room, oiling and cleaning engines and polishing brass.

Work Suitable for Women:

- Laborer
    - cleaning engines
    - sweeping, scrubbing, and polishing

Freight Car

Freight cars requiring only very light repairs may be put in condition while still in trains in the freight or classification yards; those requiring more attention than can be given in such a limited time are cut out of the trains and sent to the repair tracks (rip tracks) in the freight yard; those needing still heavier or classified repairs are sent to the freight car shops.

(a) Freight Car Yard (Rip Track)

In the freight car yard there is a certain amount of office work in keeping records of the car repairs, writing bills covering these repairs, and handling time cards. These records are very important because of the necessity of billing foreign roads for work done on their cars in transit.

On the receiving tracks of the repair yard, inspectors again examine each car, noting the defects already listed in the first inspection and sending the car to the proper track for its class of repairs.

In the work of dismantling cars, cutting the steel body frames with acetylene torches is too heavy for women. Elsewhere in the repair yard, in the airbrake shop, and the storehouse there are, however, a few jobs which women can do.

Work Suitable for Women:

- Clerk
- Carman or helper (depending on the terms of the agreement)
    - repairing triple valves
    - spray painting
    - stenciling
    - packing journal boxes
- Laborer
    - attending store room
    - cleaning and sweeping

(b) Freight Car Shop

The freight car shop is equipped both to repair and build freight cars. In the railroad shops visited only repair work was in progress, but the rebuilding necessary was in many cases almost as heavy as building a new car since it involved making many new parts.

In the body shop some metal parts are cut out with acetylene torches, while other parts are removed for cleaning and for straightening in a large bulldozer machine after heating. Most of this work is too heavy for women, including the use of the heavy shearing machine and reamer. However, women can assist the carman with work on wood cars and on lighter metal cars such as cabooses. Even in the blacksmith and truck shops there are a few jobs suitable for women.

Work Suitable for Women:

- Body shop
  - Acetylene cutter
  - Welder (acetylene)
  - Carman or helper (depending on the terms of the agreement)
    - heating and bucking rivets (car body not truck)
    - nailing interior woodwork
    - fitting and bolting floor planks
    - attending tool room
  - Electrician or helper (depending on the terms of the agreement)
    - operating portable crane
    - operating overhead travelling crane
  - Laborer
    - filling bins with rivets and small parts
    - cleaning and sweeping
- Woodworking mill
  - Laborer
    - removing nails and trimming old lumber
    - tailing from power saws with roller when necessary (if not contrary to state laws
- Blacksmith Shop
  - Blacksmith or helper (depending on the terms of the agreement)
    - operating light metal power shears
    - operating heater furnace
      - working on small parts
- Truck shop
  - Welder (acetylene)
    - light work
  - Acetylene cutter
    - light work

Carman helper
    packing journal boxes

Passenger Car

(a) Passenger Car Servicing

Passenger cars in transit receive attention during stops at major stations. The journal boxes are examined and oiled as necessary, the water tanks filled, and drinking fountains and dining car refrigerators iced. Sometimes coach seats have to be turned, cleaners gather up trash in through coaches, replenish supplies of paper towels, soap, and toilet paper.

Work Suitable for Women:

All station servicing

(b) Passenger Car Yard

At the ends of train runs passenger cars are cleaned, serviced, inspected and given light repairs in passenger car yards, generally referred to as coach cleaning yards. Women can do very satisfactory work as cleaners, but cannot do much repairing since it generally involves heavy work on the equipment under the cars.

Work Suitable for Women:

Carman helper
    packing journal boxes
Laborer
    coach cleaning, exterior and interior
    watering and icing cars

(c) Passenger Car Shop

When passenger cars need heavy repairs they are taken out of regular service and sent to the shops for reconditioning. On some railroads the passenger car shops are equipped not only to recondition cars, but to rebuild or remodel them or to build new cars. In the shops surveyed, the work in hand consisted chiefly of reconditioning.

The work is handled in various shops:

Body and Paint Shop
Electrical Shop
Wheel and Truck Shop
Pipe and Tin Shop
Upholstery, Carpet and Cabinet Shop

Body and Paint Shop

In the main shop, or body shop, car furnishings are removed, sent to the appropriate sections to be renovated, and then returned to the reconditioned car. While this work is being done, the car body itself is repaired and painted inside and outside.

Work Suitable for Women:

- Welder (electric and acetylene)
  - light work
- Carman or helper (depending on the terms of the agreement)
  - riveting and bucking rivets
    - light work
  - assisting with general repairs
  - heating rivets
  - repairing steam and air hose
  - removing paint from outside of cars
  - spray painting
  - scraping paint from glass
  - packing journal boxes
- Laborer
  - removing and installing car furnishings
  - cleaning and sweeping

Electrical Shop

In the electrical back shop repairs are made to the generators, regulators, batteries and other car lighting and air conditioning equipment, and the electric brake equipment of streamlined trains. The work consists of cleaning, repacking and winding 32-volt car lighting armatures, breaking down and completely overhauling generators, adjusting regulators, washing and recharging storage batteries some of which weigh as much as 800 pounds.

The storeroom for electrical supplies in this shop did not have a stock attendant, although there may be such a position on some railroads.

Much of the work in this shop is highly skilled and heavy, but a few jobs can be performed by women.

Work Suitable for Women:

- Electrician or helper (depending on the terms of the agreement)

- overhauling generators
  - light work only
- winding armatures (3-20 KW)
- cleaning and repacking insulation
- washing and oiling filters in air conditioning system (if removed from cars by men)
- assisting with rewiring of cars

Laborer

- assisting in cleaning batteries
- attending storeroom

Wheel and Truck Shop

In the truck and wheel shop the work is generally very heavy. Trucks are completely overhauled, springs repaired or renewed, wheels bored and wheel tires turned. The work on roller bearings requires skilled mechanics.

Work Suitable for Women:

Machinist

- operating wheel lathe (with help of an air hoist and another person to roll and hoist)

Laborer

- cleaning and sweeping

Pipe and Tin Shop

In the pipe and tin shop work is done on metallic steam hose connections, also bending, shaping and soldering tin. Much of the work is light enough for women's physical limitations and calls only for skill and training. The tinsmiths make water tanks, line ice boxes, and install the interior finish in dining car kitchens. The pipefitters thread, bend and install pipes and buff out metallic steam hose connections.

Work Suitable for Women:

Sheet metal worker or helper (depending on the terms of the agreement)

- cutting light metal with a hand power circle cutter
- bending, shaping and soldering light metal for water tanks, ice box linings and interior finish of dining car kitchens.
- buffing out metallic steam hose connections
- threading pipe
- recovering pipes under the cars

Upholstery, Carpet and Cabinet Shop

In the upholstery shop, coach seats, lounge and dining car chairs are cleaned and the upholstery renewed or redyed as necessary. Rattan seats are cleaned, bleached, stored in a steam room for drying, then varnished and dried again. New carpets are sewed by hand in the carpet shop and pieces set in to repair worn ones.

In the cabinet shop the frames of seats, chairs and other furniture are repaired or made new. The shop is equipped with power saws and drills and a morticing machine.

In the upholstery shop are also handled the miscellaneous jobs of painting window frames, sanding, staining and varnishing chair frames, washing lamp globes, and painting and stenciling signs.

Work Suitable for Women:

- Carman (upholsterer) or helper (depending on the terms of the agreement)
  - upholstering car seats and furniture
  - operating power sewing machine
  - making locomotive cab curtains, caboose cushions, window blinds, head rest covers, draperies and stitching seat upholstery
  - patching upholstery by hand
  - repairing mechanical parts of seats
  - sewing carpets by hand
- Carman (cabinetmaker) or helper (depending on the terms of the agreement)
  - making and repairing wood frames of seats and furniture
  - operating power saw
  - operating morticing machine
  - operating drill
- Carman (painter) or helper (depending on the terms of the agreement)
  - painting window sash
  - installing window sash
  - removing varnish, sanding, staining and varnishing chair frames
  - hand painting and stenciling signs
  - washing lamp shades and scraping glass

Stores

(a) Storehouse and Platform

In the general storehouse and platform are kept the material and supplies needed for the entire railroad. These materials are requisitioned from the purchasing department which orders them either from outside companies or has them made in the company's own shops.

The storehouse office force handles priorities, writes orders in accordance with company specifications, issues shipping instructions, follows up the orders, hurries shipments when it is necessary, maintains records of orders and stocks, records of credits for material returned for scrap or reclamation, makes reclamation statements, and payroll statements.

In the storehouse materials are stocked in sections, each handling material and supplies of a certain class. Each section is supervised by a stockman who is assisted by material handlers. The material handlers store the materials in the proper places and fill orders. The stockman is responsible for keeping a constant supply of materials on hand. Some of the materials are stored in the outside yard. Materials are carried in hand trucks or in small electric trucks to and from various sections of the storehouse and yard. Truckers are also needed to unload and load the freight cars at the storehouse platform, and haul the material to the proper locations. These gangs also include material checkers. Heavy materials are unloaded and loaded in the yards by cranes and hoists of various kinds.

Work Suitable for Women:

Stockman (all sections)
Stocktaker
Stockbook clerk
Material handler, storeroom (if men and women are used together in numbers proportionate to the weight of the material, except locomotive parts and oil containers)
Trucker (if there is one man or more in the gang)
    loading and unloading cars with stores at the platform
Checker
    checking truck loads with bills of lading
Laborer
    piling light bar iron with crane
    loading and unloading timber with suitable roller
    loading and unloading light iron parts such as tie plates

sorting light iron parts such as the plates and
  angle bars
piling angle bars, rail braces and transit clips
  weighing up to 100 lbs by dragging

(b) Reclamation and Scrap Dock

In the reclamation section of the store yard used material, sent in from all sections of the railroad, is unloaded and that which is in usable condition is sorted and distributed in the store house yard. That which can be repaired and used again by the company is sent to the reclamation shed or yard, and that which cannot be used further is prepared for sale as scrap.

The scrap is sorted according to the nature of the metal or alloy, and large pieces are cut with acetylene torches into suitable lengths for handling in cars and as desired by the steel mills for charging the furnaces. Much of the work of this department centers around the sorting of the material to be reclaimed. A special fabricating division cuts the metal frames of freight cars and welds them into light trusses for building work.

In the reclamation shed spikes, bolts, rail anchors and tie plates are straightened, threads on bolts and nuts are cleaned and oiled, and small metal parts are cleaned and welded. Cement is reclaimed from emptied sacks, paper and burlap bags are baled in a compression machine, zinc is reclaimed from flashlight batteries, and greasy tinware and paint buckets are cleaned in a vat of caustic soda. Journal box lids are repaired, sections of good hose reclaimed from used hose and tested, tinware and lamps are cleaned and repaired by soldering or welding.

Scrap dock foremen check and weigh incoming and outgoing shipments of scrap and lumber, and make switch lists for the crew switching the cars at night.

Work Suitable for Women:

Welder (electric and oxyacetylene)
Acetylene cutter
    cutting scrap metal
Electrician or helper (depending on the terms of
        the agreement)
    operating crane (gantry, box type)
        lifting heavy iron material
Cranemen
    operating portable steam crane
    operating portable gas crane

Laborer
- operating hydraulic press
    - straightening rail anchors, cold
- operating air compressor
    - reclaiming zinc from batteries
- operating wire brush machine
    - cleaning track bolts and nuts, also sorting and oiling by hand
- operating nut tapping machine
- operating tumbler
    - cleaning cement sacks and small metal parts
- operating baling machine (scrap paper, burlap and rubber)
- straightening spikes with hand or power hammer
- unloading box cars and classifying scrap metal
- cleaning used tinware in caustic solution

V. TRANSPORTATION (OTHER THAN TRAIN, ENGINE AND YARD)

Dispatcher's Office

The position of train dispatcher is one of great responsibility and requires long training and experience, which no new employee, either man or woman, could be expected to have. However, in positions in which the traffic is light responsible women may be trained to handle the dispatcher's work or C.T.C. operations.

Positions Suitable for Women:

Dispatcher (where traffic is light)
C.T.C. operator (where traffic is light)

Telegraph, Telephone and Towers (Interlocking and Crossing)

Messages between dispatchers' offices and between the dispatcher's office and the local stations are transmitted by telephone, telegraph or printer teletype machine. Women can be trained to send and receive these messages. These are responsible positions requiring some knowledge of operating rules as well as skill and accuracy in operating the machines.

The work on the printer machines is often difficult because it involves the transmitting of accurately spaced material for forms as well as plain text. The teletype machines in the office surveyed were operated at the high speed of 60 words a minute, and some of the best operators were women. In small offices out on line a teletype operator must also be able to transmit and receive by Morse in case of failure of the printing machine.

The signals and switches for the yard tracks of large passenger stations are controlled by interlocking towers, usually manned by two men. One is the telephone clerk who keeps the record of train movements as seen from the tower windows and as announced by telephone or a loud speaker. The other is the towerman or leverman, who observes train movements through lights moving on an illuminated diagram of the station tracks, and sets the combination levers for signals and switches accordingly.

There is usually no physical strain in handling the levers, since the signals and switches are electrically operated, but in the tower of a large station there are many combinations for the large number of tracks, and it takes a long time to learn them so that they can be handled quickly without delay to train movements.

Grade crossings for a number of consecutive streets are sometimes controlled by a single person who operates the crossing gates from a central tower. In these cases the operator is known as a crossing flagman.

Positions Suitable for Women:

- Telephoner
- Telegrapher
- Teletype operator (printer machine)
- Towerman or leverman-interlocking tower
  (if traffic is light)
- Telephone clerk (interlocking tower)
- Crossing flagman
- Crossing watchman

Stations

(a) Passenger

Large passenger stations have many departments, such as the ticket offices, baggage and parcel checking rooms, mail and express departments and the office of the station master. In smaller stations the duties are often combined which may make it more difficult for a woman to handle the work, as for example, when the ticket seller is also required to handle baggage, mail and express.

Positions Suitable for Women:

- Ticket agent (small stations with assistants for
  handling baggage, mail and express)
- Ticket seller
- Information clerk
- Accountant clerk

Stock clerk
Cashier
Baggage checkman (if counter is low and with assistance of a man when necessary),
Parcel checkman (if counter is low and with assistance of a man when necessary)
Mail and package sorter
Mail handler helper (assisting with loading and unloading mail)
Tractor driver (electric)
    hauling mail or baggage from receiving platform to trainside
Operator baggage elevator
Operator passenger elevator
Train announcer
Gateman (ticket examiner)
Red Cap porter (if using baggage truck and with assistance of male train attendants)
Matron
Cleaner

(b) Freight

The work in a small freight station involves daily checking of cars in the yard, supervising the icing of refrigerator cars, handling l.c.l. freight at the station platform, and much inside clerical work, some of which is combined with outside jobs. For example the work of the claim clerk sometimes involves climbing on the top of cars to check the icing of those carrying perishable shipments, and in such cases the work is not suitable for women.

The work at the transfer shed of a large freight house is concerned with the handling of less-than-carload freight both inbound and outbound. This involves receiving freight from incoming trucks or freight cars, handling it by platform truck to its destination in the freight shed or in outgoing cars, checking, weighing, billing, marking and stowing it.

Positions Suitable for Women:

Cashier
Rate clerk
Bill clerk
Pick-up and delivery clerk
Yard clerk (in small yards where traffic is light)
Claim clerk (if climbing and heavy lifting are not involved)
Trucker (if working in gang with men to do heavy lifting)
Checker

Dining Car Service

Work in dining cars is complicated by the motion of the train which makes it difficult for cooks and waiters to keep their balance. The problem of housing dining car crews makes it unwise to use women on any but short runs. The sale of food and pillows is usually a function of the dining car department. The work also requires planning menus and inspecting the service.

Purchasing and storing of dining car supplies, including food, chinaware, kitchenware, table silver and linens, and stocking the dining cars is performed by the commissary department.

Work Suitable for Women:

- Dietician
- Dining car inspector
- Steward (if waiters are women)
- Assistant commissary storekeeper
- Commissary clerk
- Pantry woman (if diner has a separate pantry)
- Waitress (on dining cars on short runs with bus boys)
- Lunch counter attendant
    - preparing and selling food
- Coach waiter
    - selling food and pillows

Laundry

The railroad laundry washes, irons, and mends all the company linen, including dining car table cloths and napkins and head rest covers for coach seats. The sewing section also makes new head rest covers.

Work Suitable for Women:

- Laundry helper
    - counting, marking, sorting and packing
    - attending drying room
    - hand and machine ironing
    - assisting washing machine operator
    - operating mangle
- Seamstress
    - mending linens
    - making head rest covers

VI (a). TRANSPORTATION (YARD MASTERS, SWITCH TENDERS AND HOSTLERS)

Freight trains are broken up in classification yards and the cars are reassembled on parallel tracks to make up the outgoing trains. Passenger cars are switched in coach yards and sometimes at the stations of large terminals.

Classification yards may be laid out for either hump or flat switching. In hump yards the cars may be slowed down automatically by car retarders controlled by operators located in towers along the down grade to the "ladder". If there are no car retarders, each car or group of cars is controlled by a yard brakeman who rides it to its position on the classification tracks and slows it by the hand brake. There seem to be few jobs in a hump yard which can be handled by women, except where they may serve on daytime shifts as car retarder operators or as switch tenders for switches close together that do not involve much crossing of busy tracks. In flat switch yards cars are assembled on the proper tracks by yard engines.

All freight switching operations are controlled from yard offices. The work includes assigning and calling crews and keeping records of cars and waybills.

Work Suitable for Women:

Crew clerk
Waybill clerk
Car clerk
Yard clerk (if in daytime)
Teletype operator (printer machine)
Janitor
Switch tender
Car retarder operator

VI (b). TRANSPORTATION (TRAIN AND ENGINE SERVICE)

Train crews who operate the freight and passenger trains over the lines of the railroad system are known as road crews, those who handle trains in switch and station yards are yard crews. Positions on these operating crews are those of engineer, fireman, conductor, trainman, flagman or brakeman, according to the type of train. On certain passenger trains there will be a baggageman and train or coach porter.

Work Suitable for Women:

Ticket collector
Road brakeman (passenger, on suburban and short runs)
Yard brakeman (in flat switching yards)

Engineer (Diesel switch engine)
Fireman (Diesel switch engine)
Coach porter

B. GENERAL OBSERVATIONS REGARDING EMPLOYMENT OF WOMEN ON STEAM RAILROADS

I. Before employing many women for jobs customarily performed by men, a survey of all the work done in every department of the railroad should be made by someone who is not directly responsible for the work being surveyed.

The object of the survey would be to analyze the work with a view to breaking down occupations into simpler jobs or processes, reorganizing the work where necessary in order to adapt the jobs to the capabilities of women by making adjustments in machines or working arrangements which will enable a woman to perform the job without undue physical strain or without violating State laws, and shifting those male employees who are not subject to military service into jobs which it is decided only a man can do.

II. Before women are employed to take the places of men, the cooperation of both the foremen and the men working in each department should be obtained. If the men are organized this should be accomplished through cooperation with the local union representatives.

III. As soon as a list of jobs suitable for women has been completed an estimate of the number of women required to fill these jobs should be made and specifications with regard to the qualifications for the different jobs should be drawn up.

Instead of depending exclusively upon applications "at the gate" or transfer of women already employed by the company, a recruiting campaign should then be inaugurated in order to insure obtaining the right woman for each job. Following are some of the recruiting methods which may be used:

a. Ask present employees (male and female) to tell their relatives and friends about job opportunities. Man and wife often make a good working team and this may help to prevent the development of social problems.

b. Place orders for female help with the Railroad Retirement Board employment office or the local United States Employment Service giving information regarding the number and types of women required.

c. Transfer employees temporarily from one division to another as the work requires.

d. Promote or transfer present employees to the more skilled jobs, but only those who are suitable for the particular work to be done.

e. Wherever possible develop the work of the company in outlying communities where there is no man or womanpower shortage and shift work from other places to these points where possible.

f. Make it possible for the married women of the community to work by arranging for part-time employment in as many jobs as possible. A surprisingly large number of jobs can be adapted to part-time workers.

g. In cases of extreme shortage, lend labor to and borrow from neighboring railroads.

h. Cooperate with the community in providing facilities such as nursery schools, housing projects, car-sharing plans in order to release more women for full or part-time work.

i. Make it known that railroad jobs are available for women. While telling the truth about the work play up the romance of the railroad industry; the job has to be sold to the women as well as the women to the company.

j. To relieve emergency shortages appeal to employees or women in outside pursuits to do week-end part-time work.

IV. Since most of the available women have no experience in railroad work and many are unaccustomed to shop routine or industrial discipline they should be very carefully trained, not only with regard to how to do the job but how to behave on the job. It is also necessary in almost all communities to pay employees during the training period. The training should be inaugurated well in advance of the time when the women will be needed for production or service work.

V. It is as important to train foremen, chief clerks and other supervisors of women with regard to basic principles involved in properly handling women employees as it is to train the women themselves.

VI. If women do the same work as the men who preceded them, they should be paid the same wage as a man would receive, otherwise they should be paid an amount proportional to that part of the man's job which they actually perform.

VII. In order to encourage replacement of men by women, temporary agreements should be made with the representatives of the employees concerned, which modify the seniority provisions of existing agreements so that they will facilitate increased employment of women.

VIII. Provision of good working conditions, comfortable rest rooms and adequate toilet facilities is very important to women employees. This also helps to offset an unfavorable wage differential in comparison with other war industries.

IX. If the number of women employed at a given point is sufficiently large to justify it, a woman should be employed to act as counselor. She would deal with those work and personal problems peculiar to women, which male supervisors would probably not appreciate or think about.

X. Absenteeism and turnover among women can be materially reduced by cultivating a sense of responsibility through explaining the purpose of the work and how it fits into that of the entire work unit. Healthy competition created by organizing the work on a team basis may also be helpful.

XI. The performance of women workers depends very largely upon the attitude of management towards them and the care and imagination which is shown in helping them to become oriented in a new environment.

XII. The presence of women in a so-called men's industry tends to lighten, brighten, and humanize the atmosphere for all employees, with the result that cooperation improves and output increases, that is, if both the men and the women are handled wisely and firmly from the beginning.

XIII. It is the responsibility of management and labor to get together and explore the possibilities for employment of women with a view to determining what temporary modifications of existing agreements are required in order to permit maximum utilization of women.

C. LIST OF SUITABLE OCCUPATIONS FOR WOMEN ON RAILROADS (OTHER THAN THOSE CUSTOMARILY PERFORMED BY WOMEN)

- Accountant
- Acetylene Cutter
- Ashpitman
- Assistant Priority Director
- Assistant to Superintendent of Telegraph
- Attendant, First-Aid
    - Fuel Station
    - Lamp Room
    - Lunch Counter
    - Lye Vat
    - Parcel Room
    - Rest Room
    - Salvage and Storage Plant
- Attendant (Continued)
    - Sand House
    - Station
    - Storeroom
    - Toolroom
- Attorney
- Auditor
    - Traveling
- Baggage Checkman
- Blacksmith Helper
- Boiler Washer
- Boilermaker
    - Helper

- Bookkeeper
- Brakeman, Road (Passenger)
  - Yard (Flat Switching)
- Cabinetmaker Helper
- Car Distributor
- Carman
  - Helper
- Carpenter Helper (B & B)
- Cashier
- Cement and Concrete Worker
- Chauffeur
- Checker
- Claim Agent
  - Investigator
- Cleaner, Caboose
  - Coach
  - Freight Car
  - General
  - Locomotive
  - Station
- Clerk, Accountant
  - Chief
  - Assistant Chief
  - Assistant Order
  - Assistant Price
  - Assistant Purchase Invoice
  - Assistant Statement
  - Bill
  - Car
  - Claim
  - Commissary
  - Crew
  - Distributor
  - File
  - Freight
  - General
  - Hurry
  - Information Bureau
  - Invoice
  - Lead
  - Line Stock Book
  - Mail
  - Materials
  - Order Writer
  - O. S. & D.
  - Per Diem
  - Pick-up and Delivery
  - Rate (Senior and Junior)
  - Record
  - Remittance
  - Report
- Clerk (Continued)
  - Requisition
  - Reservations Bureau.
  - Rodman
  - Roundhouse
  - Seal
  - Specialist
  - Station
  - Statistical
  - Stock
  - Stockbook
  - Supervisor
  - Tariff (Senior and Junior)
  - Telegrapher
  - Telephoner (Interlocking Tower)
  - Telephone
  - Ticket
  - Tonnage
  - Waybill
  - Yard
- Clock Repairer Helper
- Coach Porter
  - Waiter
- Cook (Camp Car and Restaurant)
- Copy Writer (Advertising)
- Coremaker
- Craneman (Steam and Gas)
- Crew Caller
- Crew Dispatcher
- Crossing Flagman
- Depot Passenger Agent
- Designer and Detailer (Drafting Room)
- Detective
- Dietitian
- Dining Service Inspector
- Dispatcher, Train (in less difficult locations)
  - Engine
- Draftsman
- Drawbridge Tender
- Electrician
  - Helper
- Engine Supplyman
  - Wiper
- Engineer (Diesel Switch Engine)
- Extra Gang Man
- Fire Lighter
- Fireman (Diesel Switch Engine)
- Flue Blower
- Forewoman
  - Gang

- Gateman
- Guard
- Hostler, Inside
- Hostler Helper, Outside
- Inspector, Equipment and Supplies
  - Freight Car
  - Passenger Car
- Iron Worker Helper
- Janitor
- Journal Box Packer
- Kitchen Helper
- Laboratory Assistant
- Laborer
- Lagger
- Lampman
- Laundry Worker
- Legal Assistant
- Letterer (Including map coloring)
- Librarian
- Locomotive Lubricator
  - Preparer
- Machinist
  - Helper
- Mail Distributor
  - Handler Helper
  - Package Sorter
- Material Supply Man
- Materials Handler
- Messenger, Delivery
  - Motor Cycle
  - Office
- Oiler (Shop, Yard and Power Plant)
- Operator, Air Compressor
  - Baling Machine
  - Blueprint Machine
  - Bolt Cutting Machine
  - Bolt Lathe
  - Boring Mill (Small)
  - Box Lathe
  - Car Retarder
  - Chore-boy Truck
  - Compressing Machine (Making grease cakes)
  - Crane (Electric, Steam, Gas)
  - C. T. C. (Less difficult locations)
  - Dictaphone
  - Die Grinder
  - Drill Press
- Operator (Continued)
  - Electric Truck
  - Elevator (Passenger and Baggage)
  - Engine Lathe (Small)
  - Forging Machine
  - Heater Furnace (Small Parts)
  - Heel Grinder
  - Hydraulic Press
  - Machine Cutter
  - Mechanical device
  - Metal Power Shears (Light)
  - Metal Saw
  - Microfilm
  - Milling Machine
  - Morticing Machine
  - Motor Vehicle
  - Nut-tapping Machine
  - Planer
  - Pneumatic Hammer
  - Portable Grinder
  - Portable Milling Machine
  - Power Hammer
  - Power Roller
  - Power Saw
  - Power Sewing Machine
  - Printer Teletype Machine
  - Pumping Equipment
  - Punch Press
  - Radial Drill
  - Shaper
  - Spindle Drill
  - Straight Grinder
  - Steam Hammer
  - Table Drill
  - Telephone Switchboard
  - Teletype Machine
  - Tumbler
  - Turntable
  - Turret Lathe
  - Twin Chuck Horizontal Drill
  - Wire Brush Machine
  - Wheel Lathe
- Painter (B & B)
- Painter (Carman)
  - Helper
- Pantry Man
- Pass Bureau Chief
- Passenger Traffic Representative
- Patternmaker Helper
- Paymaster

Photographer
    Helper
Pillow Vendor
Plumber Helper
Policeman
Porter (Using Baggage Truck)
Printer
    Helper
Real Estate Agent
Receptionist
Record Keeper (Drafting Room)
Rivet Bucker
Rivet Heater
Riveter
Rodman
Sand Dryer
Scrap Cutter
    Sorter
Sealer (Freight Car)
Seamstress (Laundry)
Secretary
Sectionman
Sheetmetal Worker
    Helper
Sign Painter
Signal Maintainer Helper
Signalman Helper
Space Distributor (Reservations)
Spray Painter
Station Agent
Stationmaster Assistant
Statistician
Stenographer
Steward (Dining Car)
Stock Taker
Stockman
Storekeeper
    Assistant
    Caboose Supplyman
    Counterman
Sweeper
Switchtender
Tallyman
Tax Agent
Telegrapher
Telephone Repairman Helper
Telephoner
Ticket Agent
    Assistant
Ticket Collector
    Seller
Timekeeper
Toll Collector
Toolroom Attendant
Towerman or Leverman (Interlocking Tower where light traffic)
Tracer (Drafting Room)
Tractor Driver
Traffic Agent
Train Announcer
Truck Driver (Pick-up and Delivery)
Trucker (Freight and Baggage)
Typist
Upholsterer
    Helper
Usher (Station)
Waiter, Dining Car
    Restaurant
Warehouseman
Watchman (B & B)
    Crossing
    Engine
Water Tester
Welder (Electric and Oxyacetylene)
Employment Supervisor
Yard Checker

State Laws and Women Workers

By MARY ANDERSON

Director, Women's Bureau
U. S. Department of Labor

This is the fourth article in the series "Training . . . Key to the Skilled Help Shortage," prepared by C. Warren Stapleton, Training Specialist, Apprentice and Training Service, War Manpower Commission.

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This is the fourth article in the series "Training . . . Key to the Skilled Help Shortage," prepared by C. Warren Stapleton, Training Specialist, Apprentice and Training Service, War Manpower Commission.

WITH WOMEN the major source of available labor supply in the bus transportation industry today, it is becoming increasingly important for bus companies to know the laws affecting their employment, especially in mechanical work and in the heavier tasks normally performed by men.

State labor laws for women may be classified in three principal groups: (1) Laws regulating women's hours of employment; (2) Laws regulating working conditions or prohibiting certain hazardous employment; (3) Laws providing for the establishment of minimum wages.

Bus companies which have customarily employed women as cleaners, restaurant workers, in other service occupations, and in offices, are already acquainted with applicable minimum-wage regulation in the states in which they operate. It is believed that the new types of jobs which women are entering in the bus transportation field will be little affected by such regulation, inasmuch as minimum-wage rates have been established chiefly for the occupations in which women are customarily engaged and which are traditionally low paid. Thus, the highest minimum-wage rate now in force in any state is $18 for a 40-hour week. It is expected that bus transportation companies will pay women the rate for the job, as is now the general practice in industry, so their wages will be well above the legal minimum.

State hour legislation for women has for its express purpose protection of the health and well-being of women workers, and all states but five have maximum-hour legislation.

AMONG the various factors connected with training for war time replacement of personnel, the employment of women is of primary importance. In employing them, however, it is well to be familiar with various laws governing their employment. Accordingly, Miss Anderson very kindly agreed to prepare this article. It goes without saying that Miss Anderson is one of the foremost authorities in this field. Her sympathetic interest in the employment of women in the bus transportation industry, as expressed in this article, will, I am sure, be helpful to those faced with the problem and responsibility of training women for the vitally essential work of manning, maintaining, and operating bus equipment.

C. WARREN STAPLETON

Employers unfamiliar with state hour laws for women may be surprised to learn that in some states the law gives legal sanction to maximum daily or weekly hours which they know from their own experience are too long for efficient operation. It should be stated at the outset, therefore, that some of these laws were enacted years ago and establish standards which industry has long since discarded as in excess of human capacity and unproductive.

Many employers voluntarily adopt hour schedules which safeguard the health and efficiency of their employees. Experience has shown that standards which protect workers' health also make possible the greatest efficiency and result in greatest output. The health and efficiency of workers in the bus transportation industry are matters of special importance because they affect directly the safety of the public. For this reason, bus companies which expect to employ women should be interested not merely in the precise legal requirements of the various states in which they operate but also in standards generally recognized as most satisfactory for women's employment.

The Women's Bureau, on the basis of its continuous experience with the employment of women from World War I to the present time, recommends the following basic standards for effective employment of women in the war period: An 8-hour day, with adequate rest periods and at least 30 minutes' time off for lunch; a work week of 48 hours or less; at least one day off in seven. Work schedules based on these standards insure the women workers' greatest efficiency over an extended period of time.

The hour schedules recommended by the Women's Bureau for women in all occupations have also been recommended for workers in war plants, both men and women, by the eight government agencies chiefly responsible for maximum war production (War Department, Navy Department, Maritime Commission, War Manpower Commission, War Production Board, Public Health Service, Labor Department, Commerce Department). Early in 1942, these agencies issued a joint statement of policy endorsing the 8-hour day, 48-hour and 6-day week, and 30-minute midshift meal period, stating that experience has shown these standards to be best for sustained maximum output. This policy was subsequently endorsed by the Office of Defense Transportation.

Laws establishing a maximum 8-hour day as a standard for women in some or all occupations are now in effect in 18 states and the District of Columbia; a maximum work week of 48 hours or less in 23 states and the District of Columbia; one day's rest in seven in 23 states and the District of Columbia. (See accompanying charts.) Twenty-five states and the District of Columbia require an interval for meals. In other words, in more than half the states in which women's maximum hours of employment are regulated by law, the standard 48-hour week which the Women's Bureau recommends and which industrial experience has proved most satisfactory is now the legal requirement. Fifteen states prohibit, and two others regulate, specified types of employment during certain hours of the night for women 21 and over.

Maximum-Hours and Day-of-Rest Laws

State hour laws vary as to industries covered. Some are of general coverage, and apply to any "gainful occupation" with specific exclusions. Others specify certain occupations without reference to any particular industry. In general, women employed by bus transportation companies may be said to be covered by a state law which expressly covers the transportation industry, or by a law which does not exclude this industry, but covers any "gainful occupation", or by a law which covers the specific occupations in which workers in this industry are employed.

Coverage Of All Women Bus Employees

	Hours Per Day	Hours Per Week	Days Per Week	
Arizona	8	48	6	13-hour over-all day
California	8	48	6	13-hour over-all day in restaurant
Dist. of Col	8	48	6	....
Illinois	8	48	6	....
Louisiana	8	48	6	....
Nevada	8	48	6	12-hour over-all day
Ohio	8	48	6	10-hour over-all day
Utah	8	48	...	12-hour over-all day
Pennsylvania	8	44	5½	10-hour over-all day
North Dakota	8½	48	6	....
Arkansas	9	54	6	....
Idaho	9	..	...	....
Massachusetts	9	48	6	....
Missouri	9	54	...	....
New Mexico	8	48	...	....
Oklahoma	9	54	...	....
Texas	9	54	...	....
Wisconsin	9	50	...	....
Maine	...	54	...	....
Oregon	10	60	...	....
South Dakota	10	54	...	....
Tennessee	10½	57	...	....

In addition to laws limiting maximum daily and weekly hours and providing for a weekly day of rest, 17 states have laws or orders regulating or prohibiting the employment of women 21 and over during certain hours of the night. These laws cover only specifically enumerated occupations. Frequently included are three occupations in which women are likely to be employed by bus transportation companies — mechanical, office, and restaurant work. One or more of these occupations are covered by night-work laws in the following states (the prohibited or regulated hours appearing in parentheses):

Connecticut—mechanical, restaurant (10 p.m.–6 a.m.)
Delaware—mechanical (11 p.m.–6 a.m.); telephone and telegraph office or exchange, and restaurant (8-hr. maximum for work between 11 p.m. and 7 a.m.)
Maryland—mechanical (8-hour maximum for work between 10 p.m. and 6 a.m.)
Massachusetts—mechanical (10 p.m.–6 a.m.)
New Hampshire—manual or mechanical (8, 48-hour maximum for work on more than 2 nights a week between 8 p.m. and 6 a.m.)
New York—workshop (10 p.m.–6 a.m.); restaurant not in hotel (12 p.m.-6 a.m.)
Ohio—ticket sellers (10 p.m.–6 a.m.)
Wisconsin—restaurant workers (8, 48-hour maximum for work on more than 1 night a week between 8 p.m. and 6 a.m.); other workers (6:30 p.m.–6 a.m.)

Another type of special provision for women are the meal period laws now found in 25 states and the District of Columbia. The length of time required for meals by these laws varies. Meal period provisions applicable to one or more occupations (usually mechanical, restaurant, or office in the bus transportation industry) may be summarized as follows:*

[1] (1) *30 minutes or less:* Arkansas, California, Delaware, Kansas (20 minutes), Kentucky, Maryland, Nebraska, Nevada, New Jersey, New Mexico, North Carolina, North Dakota, Ohio, Pennsylvania, Utah; (2) *45 minutes:* Delaware, District of Columbia, Louisiana (dinner), Massachusetts, New York, Oregon, Washington; (3) *1 hour:* Maine, New York, Washington, Wisconsin.

Many of the laws set a maximum daily number of consecutive hours beyond which further employment is prohibited unless a meal period of the specified length is given. The purpose of these laws is not merely to give the worker food but to allow her a short break in daily routine. Experience has shown that rest and an opportunity to relax are almost as important as food in preventing fatigue of women workers.

The preceding data on maximum hour, day of rest, and night-work and meal period laws relate to the basic provisions of these laws. The following states have suspended operation of some or all of these provisions for all employees in certain industries for the duration: California, Indiana, North Dakota, and Texas. In many other states, emergency provisions—either contained in the hour laws or existing independently of them—have been invoked by state labor departments for the purpose of authorizing individual employers to employ women longer hours during short emergency periods. The procedure in effect in most States is as follows:

(1) The employer makes a request to the state labor department for exemption from specified legal provisions during an emergency period; (2) The state labor department investigates the need for an exemption, looking into such factors as labor shortage, training facilities, efficiency of operation. If the exemption is granted, it applies only to specified employees and operations and is of limited duration. To date, the states in general have confined the granting of exemptions to war-production industries. All of the states have granted night-work exemptions in these industries. Few states have relaxed provision of the day-of-rest laws to permit 7-day continuous operation.

Laws Regulating Working Conditions

At the request of ODT, in August 1942, the Women's Bureau drew up recommended working condition standards for the employment of women in specific types of work in the transportation industry. In the bus transportation field, the bureau believes that operation of intercity buses, or of local buses in congested metropolitan area, is a suitable occupation only for women of exceptional physical strength.

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* Length of lunch hour varies by occupation in Delaware, Maine, New York, Washington and Wisconsin.

Operation of a bus requires great muscular strength and is a very heavy job even for a man. If it becomes necessary to use women in this type of work, special medical examinations should be given. Where women are employed in this capacity, the following health needs should be met:

1. Need for good posture seats;
2. Need for regular hours, regular meal periods, regular shifts;
3. Need for adequate facilities for rest and food at terminals.

Standards recommended by the bureau for shop work may be briefly summarized as follows:

1. Prevention of accidents through (a) machine guarding; (b) good plant housekeeping; (c) instruction in safe practices.
2. Adequate protection against hazards of fumes.
3. General plant sanitation including: (a) Adequate washing facilities; (b) adequately equipped lunch room, dressing room, and rest room; (c) sanitary drinking facilities; (d) separate toilets for women; (e) ventilation.
4. In-plant medical supervision.
5. Avoidance of strain through: (a) installation of lifting devices; (b) instruction in safe methods of lifting; (c) physical examinations related to type of work.

The Women's Bureau is prepared to furnish employers with detailed information on training women workers in safe methods of lifting.

Weight-Lifting Laws and Regulations

Laws incorporating working conditions standards as outlined in the preceding paragraphs and recommended by the Women's Bureau, usually apply equally to men and women. However, with respect to weight-lifting, states have recognized that women are peculiarly subject to injury and special restrictions have been set up surrounding women's employment at work of this kind.

In California, Massachusetts, Michigan, Ohio, Oregon, Pennsylvania, Utah and Washington, women may not perform tasks that involve the lifting or carrying of heavy weights.

Laws which apply to women's employment in bus transportation set specific maximum loads as follows:

California:
  25 pounds maximum for lifting;
  10 pounds up and down stairways of 5 feet or over.
Michigan:
  35 pounds maximum for lifting;
  20 pounds ascending stairs.
Ohio:
  25 pounds maximum for lifting.
Oregon:
  25 pounds maximum for lifting;
  15 pounds for carrying more than 10 feet.
Utah:
  30 pounds maximum for lifting:
  15 pounds for carrying.

Prohibited Employment for Women

Six states (Connecticut, Massachusetts, Missouri, New York, Vermont, and Washington) by law prohibit the employment of women for a specified period before and after childbirth. The period during which women may not be employed is 4 months before and 6 weeks after childbirth, in Washington; 4 weeks before and 4 weeks after, in Connecticut; 3 weeks before and 3 weeks after, in Missouri; 2 weeks before and 4 weeks after, in Massachusetts and Vermont; and 4 weeks after, in New York.

Nine states (Colorado, Kansas, Michigan, North Dakota, Oklahoma, Oregon, Pennsylvania, Washington and Wisconsin) prohibit the employment of women under conditions variously described as detrimental to their health, safety, morals or welfare.

Laws prohibiting women's employment in one or more specific occupations are found in all except 22 states and the District of Columbia. The states in which no such prohibition exists are: Delaware, Florida, Georgia, Idaho, Iowa, Kansas, Kentucky, Maine, Mississippi, Montana, Nebraska, Nevada, New Hampshire, New Mexico, North Carolina, North Dakota, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, and West Virginia.

In the 26 states that have laws prohibiting employment in specific occupations, the occupation most commonly prohibited for women is mining. Prohibitions which appear to have some application to the bus transportation industry may be summarized as follows: (1) Cleaning moving machinery: prohibited for women in Louisiana, Minnesota, and Missouri; (2) Trucking: prohibited in Ohio and Pennsylvania; (3) Employment as express driver, baggage handler, freight handler: prohibited in Ohio; (4) Work on moving abrasives: prohibited in Michigan, New York and Ohio.

The present discussion of the application of labor laws to employment of women by bus companies has been concerned solely with state laws. Bus companies engaged in interstate commerce will undoubtedly have a further question: How the employment of women in occupations covered by regulations of the Interstate Commerce Commission under the Federal Motor Carrier Act of 1935 (U. S. C. Title 45, Ch. 8) will be affected by state labor laws for women.

Although the Interstate Commerce Commission is authorized under that act to establish maximum hours for all employees whose activities affect the safety of operation, to date the commission has regulated hours of service only for drivers and helpers. There is no question but that state hour laws for women would apply to occupations for which the commission up to this time has not issued regulations.

The Women's Bureau has made a special study of the application of state laws to the interstate commerce field, and would be glad to receive questions and comments from employers interested in having more detailed information concerning this subject, or concerning any standards or laws discussed in this article.

The accompanying tables show the extent of coverage of women in the bus transportation industry by state laws. Full particulars on this subject may be obtained from the appropriate State Department of Labor or from the Women's Bureau, U. S. Department of Labor, Washington, D. C.

Coverage of Specific Occupations

(The first figure in each column indicates Hours Per Day; the second figure, Hours Per Week; and the third figure, Days Per Week)

	Mechanical	Workshop	Office	Cleaners	Janitors	Restaurant	Telephone	Telegraph
Colorado	8	......	......	......	......	8–48–6	......	......
Kansas	......	......	......	8–48	8–48	8–48	......	......
Montana	8	......	......	......	......	8	8	8
New York	......	8–48–6	......	......	......	8–48–6	......	48–6
Pennsylvania	......	......	......	......	......	48–6	......	......
Oregon	......	......	8–44–6	8–44–6	8–44–6	8–44–6	8–44	8–44
Washington	8	......	8–48–6	......	......	8 6	......	......
Wyoming	8–48 (12-hr. over-all day)	......	......	......	......	8–48	......	......
Maine	9–54	9–54	......	......	......	......	......	......
Michigan	......	9–54	9–54	......	......	9–54	......	......
Rhode Island	9–48	......	......	......	......	......	......	......
Vermont	9–50	......	......	......	......	......	......	......
Virginia	......	9–48	......	......	......	9–48	......	......
Delaware	10–55–6	......	......	......	......	10–55–6	10–55–6	10–55–6
Indiana	10–6	......	......	......	......	......	......	......
Kentucky	10–60	......	......	......	......	10–60	10–60	10–60
New Hampshire	10¼–54	......	......	......	......	......	......	......
New Jersey	......	......	......	......	......	10–54–6	......	......

[Reprinted from the LABOR INFORMATION BULLETIN, May 1943]

Application of State Hour Laws to Railroad Women

As women take over "men's jobs" in the transportation field and perform work heretofore almost exclusively carried on by men, a new importance is assumed by the question of the application, to women employed in the railroad industry, of State hour laws for women. Many of these jobs and the conditions under which they are performed require not only a special type of skill but physical strength and endurance. If State hour laws do not apply, women who work in railroad yards, in the shops, or at other railroad occupations now mentioned as available for women may find themselves not only doing heavier work but also working longer hours. The Women's Bureau reports that women, through their employment in other fields, have demonstrated their ability to fill successfully jobs similar to those in which they will be employed on railroads, if they are not employed for too long hours.

State hour laws for women were first enacted because State legislatures recognized that the physical well-being of women is a matter of public concern. As early as 1907 the U. S. Supreme Court affirmed the validity of such legislation, upholding the Oregon 10-hour statute with the following declaration:[1]

> That woman's physical structure * * * places her at a disadvantage in the struggle for subsistence is obvious * * * By abundant testimony of the medical fraternity, continuance for a long time upon her feet at work, repeating this from day to day, tends to injurious effects upon the body, and as healthy mothers are essential to vigorous offspring, the physical well-being of women becomes an object of public interest and care in order to preserve the strength and vigor of the race.

Today the standards established by the best of these laws are an 8-hour day, a workweek of 48 hours or less, and 1 day's rest in 7. Experience has shown that these standards, by safeguarding the worker's health, make possible her highest efficiency and result in the greatest output. The United States Government has recognized that this is true as applying to all workers and has approved as the Government's wartime policy the standards of the 8-hour day, 6-day and 48-hour week. Early in 1942 the eight Government agencies chiefly responsible for the success of the war effort[2] recommended in the interest of maximum war production that employers limit working hours as far as possible to 8 hours a day, 48 hours a week, and give each worker at least 1 day's rest in 7.

As far as the Federal Government is concerned, however, the 8-hour day, 6-day and 48-hour week are only a recommendation and have not the force of law. The Fair Labor Standards Act (29 U. S. C., secs. 201–219 and amendments) does not limit the length of the workweek for any employees, but simply requires overtime pay for work beyond 40 hours a week. Moreover, this Act specifically exempts railroad employees from the overtime-pay requirement. The Federal Hours of Service of Railroad Employees Act of 1907 (title 45 U. S. C. secs. 61–66) limits the workweek for "employees * * * actually engaged in or connected with the movement of any train," but it establishes a lower standard—i. e., permits longer working hours—than the standard recommended in the Government statement of policy. On the State level, also, State hours of service laws which regulate the railroad industry as such are modeled after the Federal law, and in general establish lower standards than State hour laws for women. Hence, the hours standards recommended by the Government agencies previously referred to are legally enforcible to protect women railroad workers only to the extent that State hour laws for women apply to this field.

Recognizing the importance of this question if women in large numbers are to work in the railroad industry both during and after the war, the Women's Bureau in the fall of 1942 instituted a legal research study through the Office of the Solicitor of Labor[3] to determine whether State hour laws are enforcible to cover women railroad workers. The applicability of State hour laws was considered in relation to (1) the Federal Hours of Service of Railroad Employees Act and (2) State hours of service laws regulating the transportation industry as such.

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[1] *Muller* v. *Oregon*, 208 U. S. 412.

[2] *War Department, Navy Department, Maritime Commission, War Manpower Commission, War Production Board, Commerce Department, Public Health Service, Labor Department.*

[3] *The study was directed by Professor Joseph P. Chamberlain of the Columbia University Law School, attached to the Office of the Solicitor of Labor as a special adviser.*

It was, of course, understood at the outset that the question of coverage of women in railroad occupations by State hour laws cannot be categorically answered, as coverage in a particular case would depend on the wording of the law and the circumstances of the case. The opinion arrived at as the result of the study, however, was that, in general, State hour laws for women applicable to the transportation industry are enforcible for women employed in the railroad industry, notwithstanding the existence of Federal and State laws regulating railroad employees as such. The reasoning on which this opinion is based is here presented by the Women's Bureau as concisely, and in as nontechnical language, as possible.

The Federal Law.

Since the Constitution grants the interstate-commerce power to the Federal Government it is sometimes assumed that the Federal Hours of Service of Railroad Employees Act must necessarily supersede State laws in their application to the interstate-commerce field, including State hour laws for women. A long line of U. S. Supreme Court decisions, however, have established the principle that a Federal law in the exercise of the interstate-commerce power does not supersede a State statute in the exercise of its police power unless the will of Congress to do so is clearly manifest.[4]

This rule was stated by the U. S. Supreme Court in a 1937 decision in the following language: [5]

> * * * The principle is thoroughly established that the exercise by the State of its police power, which would be valid if not superseded by Federal action, is superseded only where the repugnance or conflict is so direct and positive that the two acts cannot be reconciled or consistently stand together. * * * The application of this principle is strongly fortified where the State exercises its power to protect the lives and the health of its people.

In a 1940 decision the Court stated: [6]

> As a matter of statutory construction, Congressional intention to displace local laws in the exercise of the commerce power is not, in general, to be inferred, unless clearly indicated by those considerations which are persuasive of the statutory purpose. This is especially the case where public health and safety are concerned.

That Congress in passing the Railroad Hours of Service Act of 1907 did not intend to exclude State laws which regulate hours of employment of women in order to safeguard their health, is indicated by the fact that the Federal law was enacted for a different purpose: The Railroad Hours of Service Act was designed as a safety regulation for the purpose of protecting the safety of persons and property in interstate commerce and not for the purpose of protecting the health of railroad employees. Congress believed that railroads could not be safely operated by employees who work in excess of the number of hours there specified and who did not have the stated number of consecutive hours of rest.

This point was brought out clearly in a 1910 case in which the Federal Hours of Service Act was in question. In upholding the provisions of the Act, the Court said: [7]

> Congress may enact laws for the safeguarding of the persons who are transported in (interstate) commerce, and of those who are employed in transporting them. The fundamental question here is whether a restriction upon the hours of labor of employees who are connected with the movement of trains in interstate commerce is comprehended in this sphere of authorized legislation. This question admits of but one answer. * * * In its power suitably to provide for the safety of employees and travelers Congress was not limited to the enactment of laws relating to mechanical appliances, but it was also competent to consider, and to endeavor to reduce, the dangers incident to the strain of excessive hours of duty on the part of engineers, conductors, train dispatchers, and other persons embraced in the class defined by the Act.

A different purpose is that which resulted in the laws regulating the hours of employment of women. The object of such laws is to protect the health of women workers by prohibiting their employment beyond a reasonable number of hours. Protection of the health of women is recognized as a matter of justifiable special concern to the State.[8]

State laws which safeguard the health of women therefore come within the class of cases which sustain State laws if they are not in conflict with Federal laws.[9] Thus the Federal Hours of Service of Railroad Employees Act establishes a ceiling on hours beyond which employment of railroad employees covered by the Act would endanger the public safety and which is therefore prohibited. State hour laws establishing shorter hours for women employees in order to protect the health of women as a group do not interfere with this Federal purpose. It is clearly possible for the Federal law and the State hour laws "to be reconciled and consistently stand together."

The study concluded, therefore, that State hour laws for women are not in conflict with the Federal Hours of Service Act and, consequently, that State hour laws applicable to work in the railroad industry are enforcible for women employed by railroads in occupations covered by the Federal Act.

Conflicts between State laws.

The question of whether a State law regulating hours of employment of women will apply in the face of another State statute regulating working hours in the railroad industry may also be considered from the standpoint that the two types of law were intended for different purposes.

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[4] *Atlantic Coastline* v. *Georgia, 234 U. S. 280; Pennington* v. *Georgia, 163 U. S. 299; Smith* v. *Alabama, 124 U. S. 465.*

[5] *Kelly* v. *Washington, 302 U. S. 1.*

[6] *Maurer* v. *Hamilton, 309 U. S. 598.*

[7] *B. & O. Ry.* v. *I. C. C., 221 U. S. 612.*

[8] *Muller* v. *Oregon, 208 U. S. 412 (1907); Radice* v. *New York, 264 U. S. 292 (1924).*

[9] *Missouri Pacific* v. *Norwood, 283 U. S. 249; Missouri, Kansas & Texas Ry.* v. *Haber, 169 U. S. 613; Missouri Pacific* v. *Larrabee Mills, 211 U. S. 623.*

State hours of service laws, like the Federal law after which they were copied, were established as safety regulations, designed to protect the safety of property and the public, rather than to protect the health of employees to whom they applied. In this way, State laws regulating the railroad industry as such differ, as does the Federal law, from State laws safeguarding the health and well-being of women workers.

According to legal principles, where two acts regulate the same or a similar subject they must be construed, if possible, so that both can take effect.[10] This principle was applied by the United States Supreme Court in a case which involved two California statutes, one limiting the hours of labor of all pharmacists to 10 hours a day, 60 hours a week, and the other limiting the hours of employment of women to 8 hours a day, 48 hours a week. The women's hour law was enacted subsequent to the general law. The Court said that the 10-hour statute was necessary for the protection of the public, as it was important that the work of a pharmacist should not be performed "by those suffering from overfatigue." The legislature might in addition, however, limit the hours of women to 8 to safeguard the health of such workers. In this way, the two acts were harmonized and the women pharmacists could not be employed more than 8 hours a day.[11] In the same way, State hour laws for women may be reconciled with State laws regulating hours in the transportation industry.

Recommendation.

On the basis of this study, the Women's Bureau recommends that State agencies enforce State hour laws, except those in which the transportation industry as such is specifically exempt, to cover women in the railroad industry. Adoption of such a policy would extend the protection of State hour laws to women who enter the railroad industry in occupations new to women. Although some of the new types of work come within the scope of the Federal Hours of Service Act—inasmuch as the worker is "actually engaged in or connected with the movement of trains"—the Women's Bureau study shows a sound legal basis for enforcing State hour laws to cover women so employed.

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[10] *State* v. *Brown, 334 Mo. 781; Great Western Insurance Co.* v. *Martin, 183 Ia. 1001; People* v. *Commissioners, 86 Colo. 249; People.* v. *Wallace, 291 Ill. 465; re James, 99 Vt. 265; State* v. *The Equality Savings & Loan Society, 334 Mo. 781; Indiana Truck Co.* v. *Hurry Up Broadway Corp., 220 Ky. 521; Riley* v. *Forbes, 193 Calif. 740.*

[11] *Bosley* v. *McLaughlin, 236 U. S. 385.*

U. S. GOVERNMENT PRINTING OFFICE: 1943

July 26, 1943

Miss Dorothy M. Sells, Chief
Personnel Supply Section
Division of Transport Personnel
Office of Defense Transportation
Post Office Building
Washington, D. C.

My dear Miss Sells:

The more I consider the proposal for the adoption of a policy regarding women's seniority by the Manpower Commission, the more concerned I become about the possible consequences and far reaching results of such a step.

The Secretary has asked the Women's Bureau and the Bureau of Labor Statistics to go into this matter in greater detail than was possible when the question first was raised. Miss Peterson has examined several hundred union contracts and has found some of them to contain supplements recently adopted concerning women's seniority. To these, it seems to me, we must give very careful study, before we decide on any policy regarding seniority of women.

In connection with your proposal, a revision of which you sent me a few days ago, there are one or two questions that I should like to raise:

First. What would be the practical effect of according women who continue in employment on a permanent basis after the war "seniority status on the same terms as men with seniority retroactive?" Does seniority "on the same terms as men" mean that a woman employed on job 5, who has skipped jobs 3 and 4, because of unsuitability, must at the end of the war relinquish job 5 to a man who has been employed on jobs 3 and 4? The exact meaning of "seniority status on the same terms as men" is not clear. It would appear to mean that women must fulfil the same conditions as men. If that includes holding jobs 3 and 4 before holding job 5, the retroactive provision will bring no practical benefits to women after the war. If she is physically unable to hold jobs 3 and 4 during the emergency, she will be unable to hold them after the war. Would she not therefore be required to give up job 5? Unless some specific recommendations about women's continuing on job 5, even though they have not held jobs 3 and 4, are included in your proposal, Point 6, I believe, will have little practical effect.

Second. In Point 4 you state that "all women in jobs which men have relinquished or in jobs belonging to seniority groups where progression involves some jobs unsuitable for permanent occupancy by women shall be considered as temporary employees for the duration of the war." I am wondering why women should be considered temporary in any job "relinquished" by men for any reason other than the job must be reached by promotion through jobs unsuitable for women.

I believe that we should give further study to this whole question before any policy is agreed upon.

Sincerely yours,

Mary Anderson, Director

Miss Anderson,

I have revised this and would like your comments as it stands.

Dorothy Sells

Dorothy Sells, Chief
Personnel Supply Section
Division of Transport
Personnel

CONFIDENTIAL

July 14, 1943

Transportation only

WOMEN'S BUREAU
JUL 26 1943
DEPARTMENT OF LABOR

Instead of dealing with specific questions involving the seniority status of women as they arise, it is proposed that the following policy with regard to women's seniority be adopted by the War Manpower Commission and the various Labor-Management Committees as a guide for specific application by local representatives of employers and unions as the issue comes up for settlement:

✓ 1. All jobs (which women can do) suitable for women shall be open to women irrespective of seniority rules.

✓ 2. If a man by right of his seniority is entitled to bid in a job which a woman can do, he shall remain in the job which he has, if only a man can do that job, or he shall be transferred to another job which can be done only by a man.

3. A man shall be paid at the rate for the job to which he is entitled by virtue of his seniority, and his seniority status shall be maintained irrespective of (having temporarily relinquished it.)

4. All women in jobs which men have relinquished or in jobs belonging to seniority groups where progression involves some jobs unsuitable for permanent occupancy by a woman shall be considered as temporary employees for the duration of the war. This does not apply to those jobs where women had been accepted on a permanent basis before the war.

5. Women shall have seniority only between themselves in those jobs which have been temporarily relinquished by men.

✓ 6. Following the war women who are continued in employment on a permanent basis shall be accorded seniority status on the same terms as men, with seniority retroactive.

✓ 7. This policy shall in no way affect the accepted principle of equal pay for the job as between men and women.

Conference on Womanpower in Transportation
Division of Transport Personnel
Office of Defense Transportation
March 18 and 19, 1943
at
10 A.M.
Room 2117 New Post Office Building
Between Pennsylvania Ave. & Constitution
on 12th Street, N. W.
Washington, D. C.

Presiding
Mr. Otto S. Beyer
Director, Division of Transport Personnel
Office of Defense Transportation

March 18, 1943

Morning Session
(10 - 1)

I. American Experience with the Employment of Women in Transportation.
   - Trucking - Mr. Charles G. Morgan, American Trucking Associations.
   - Local Transit - Mr. Merwyn Kraft, American Transit Association.
   - Airways - Mr. W. L. McMillen, American Airlines, Inc.
   - Railroad - Mr. E. B. Dithridge, Pennsylvania Railroad.

II. A Statistical Picture of Women in Transportation.
    Mrs. Helen Robison, Office of Defense Transportation.

III. What Transportation Jobs Can Women Do?

Three minute reports from representatives of each branch of transportation.

Afternoon Session
(2:30 - 5:00)

IV. British Experience with the Employment of Women in Transportation.
    Miss Dorothy Sells, Office of Defense Transportation.

V. Questions.

March 19, 1943

Morning Session
(10 - 1)

VI. State Laws and How They Affect Women in Transportation.
Mrs. Clara M. Beyer, Division of Labor Standards, Department of Labor.

VII. Recommended Adjustments Where Women are Employed in Transportation.
Miss Mary Anderson, Women's Bureau, Department of Labor.

VIII. Recruiting and Selecting Women for Transportation Jobs.
Mr. Glenn Brockway, Bureau of Placement, War Manpower Commission.

IX. Training Women for Transportation Jobs.
Mr. Elton Woolpert, Office of Defense Transportation.
Miss Cornelia Edge, Office of Defense Transportation.

Afternoon Session
(2:30 - 5:00)

X. Labor Agreements and the Employment of Women in Transportation.

Discussion by Representatives of Labor and Management.

XI. What Practical Steps Can Be Taken to Encourage Increased Employment of Women in Transportation?

General Discussion.

Office of Defense
Transportation

April 12, 1943,

Mr. Otto S. Beyer, Director
Division Transport Personnel
Office for Emergency Management
Washington, D. C.

Dear Mr. Beyer:

Thanks for your nice letter. The enclosed is as nearly as I can remember what I said at the recent Conference. I have tempered it a bit in order not to scorch the paper!

You see, I do not remember exactly what I said in the heat of battle, and now that you ask me to reduce to writing it in calmer moments, I may have forgotten some of my warm words.

With thismemorandum I finish my work with the Women's Bureau. I feel some regret in leaving. This past year has been a rich experience, and I am grateful for it.

After the next few days I can be reached at the Machinist Building, Room 317.

The best to you.

Sincerely,

Elisabeth Christman,

EC:cam

EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE FOR EMERGENCY MANAGEMENT
WASHINGTON, D. C.

THE OFFICE OF DEFENSE TRANSPORTATION
JOSEPH B. EASTMAN, Director

April 5
1943

WOMEN'S BUREAU
APR 6 1943
DEPARTMENT OF LABOR

Dear Miss Christman: (Elizabeth to me)

If you have not seen a copy of the March twenty-seventh issue of Labor, may I suggest that you take a look at it. In the middle of the first page you will see a news item entitled "Caution Is Urged In Placing Women in Railroad Jobs."

I would like to have your reaction to this article providing you can put in down on a piece of paper without scorching it. If not, call me and I'll buy you a lunch.

Cordially,

Otto S. Beyer
Director
Division Transport Personnel

Miss Elizabeth Christman
Women's Bureau
Department of Labor
Washington, D. C.

FOR VICTORY
BUY
UNITED STATES
WAR
BONDS
AND
STAMPS

We may as well face a little more graciously and realistically the fact that more and more women will be called into jobs which they have never done before. Perhaps we should do some missionary work among the Railroad Brotherhoods in order to change their uncompromising attitude against women coming into that field of work.

The clause just read by Mr. Miller and bearing on the admission of women into the Union and which is to be incorporated into the Union contracts is one of the finest pieces of sex discrimination that I have heard in a long time. Surely that provision is not in harmony with Trade Union principles, and what he and I as Trade Unionists have been taught to believe, and have worked for. I want to call attention to the fact that some employers discriminate against women by paying them a wage below that paid to men. Are the Trade Union men now going to joing some of these employers in discriminating against women by refusing them equality of membership. To me, as a life-long Trade Unionist, such an attitude does not make sense. I appeal to you for cooperation. Let us see to it that all Trade Unionists, whether men or women, stand together and practice the principles for which our movement stands.

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273

April 12, 1943

Miss Dorothy Sells, Chief
Personnel Supply Section
Division of Transport Personnel
The Office of Defense Transportation
Washington, D. C.

My dear Miss Sells:

I want to thank you for sending me six copies of your report on "State Legislation Affecting Women Workers in Transportation." If we need additional copies we will be very glad to avail ourselves of your generous offer to supply them.

Sincerely yours,

Mary Anderson, Director.

MA:LS:MMG
DICTATED BUT NOT READ BACK.

other copies
see Mrs Swander

Turner
[illegible]
Files

EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE FOR EMERGENCY MANAGEMENT
WASHINGTON, D. C.

THE OFFICE OF DEFENSE TRANSPORTATION
JOSEPH B. EASTMAN, Director

APR 3 1943

WOMEN'S BUREAU
APR 5 1943
DEPARTMENT OF LABOR

Miss Mary Anderson, Director
Women's Bureau
U. S. Department of Labor
Washington, D. C.

Dear Miss Anderson:

I am enclosing six copies of the leaflet, "State Legislation Affecting Women Workers in Transportation".

If you have any requests for additional copies, we shall be very glad to supply them.

Very truly yours,

Dorothy Sells

Dorothy Sells, Chief
Personnel Supply Section
Division of Transport Personnel

Enclosures (6)

FOR VICTORY
BUY
UNITED
STATES
WAR
BONDS
AND
STAMPS

STATE LEGISLATION AFFECTING

WOMEN WORKERS IN TRANSPORTATION

Prepared by the Division of Transport Personnel, Office of Defense Transportation from material supplied by the Division of Labor Standards, the Women's Bureau and the Children's Bureau of the United States Department of Labor.

March 1943

Repeated calls for eligible men to enter the armed services together with increasing demands for skilled workers in war industries necessitates employment of women in every job where a woman can possibly be used. Though transportation has in the past been considered preeminently a man's industry, it is now imperative that women should be employed not only in occupations known in the past as women's jobs but also in many others customarily reserved for men. The transportation industry has for many years utilized women in offices, in hotels, in restaurants, and in laundries. This experience will prove useful as women are introduced into workshops, yards, stations and other unusual work places. Nevertheless new questions and problems are bound to arise as women are placed in new working conditions.

To promote efficiency and output as well as to protect the health and safety of women workers, most states have already embodied accepted standards with regard to the employment of women in State laws. These laws differ in essential respects, however. And, since the war began, provisions for obtaining exemptions from certain laws have been made in most of the states.

There are also Federal laws applying to both men and women. Among these acts are the "Hours of Railroad Employees" law, the "Hours of Service of Motor Carriers" law (Interstate Commerce Commission regulation), the "Adamson Act", and the "Fair Labor Standards Act". While some Federal legislation is designed to regulate the transportation industry or to promote the safety of the public, other Federal laws contain specific requirements regarding hours, wages and other matters affecting employees and the State laws are intended to protect the safety and health of women workers.

This bulletin constitutes a summary of State legislation affecting women working in the different branches of transportation, together with a general statement concerning exemptions and the names of the State agencies from which exemptions may be obtained. For further details it will be necessary to consult the statutes and regulations of the States concerned.

I. EXEMPTIONS

When war increased the demand for around-the-clock production, every State adopted regulations permitting war plants, where necessary for maximum output, to employ women at night. In most States temporary permits are also granted for women to work longer than the legal hours in emergency situations. Several States have also relaxed their restrictions on weight lifting and on prohibited occupations for women. This is done by temporary exemptions granted by the appropriate State authority when a carrier finds this necessary for efficient operation.

The procedure followed by most State Labor Departments in handling requests for exemptions is: (1) the employer makes an application to the

State Labor Department alleging need for an exemption and existence of war work; (2) the State Labor Department makes an investigation to determine whether such need exists, taking into consideration such factors as the existence of a labor shortage, and the possibility of more efficient operation and more adequate training facilities. Permits so far have been issued only for war production work and usually only for a specified period of time, with the possibility of renewal. Every State with a night work law has made provisions for relaxing that law when war work is to be done.

Copies of State labor laws, applications for variations from such laws, and advice on special problems may be secured from the following agencies responsible for the enforcement of State labor laws:

Alabama - Department of Industrial Relations, Montgomery
Arizona - Industrial Commission, Phoenix
Arkansas - Department of Labor, Little Rock
California - Department of Industrial Relations, San Francisco
Colorado - Industrial Commission, Denver
Connecticut - Department of Labor and Factory Inspection, Hartford
Delaware - Labor Commission, Wilmington
Florida - Industrial Commission, Tallahassee
Georgia - Department of Labor, Atlanta
Idaho - Industrial Accident Board, Boise
Illinois - Department of Labor, 205 West Wacker Drive, Chicago
Indiana - Division of Labor, Department of Public Works and Commerce, Indianapolis
Iowa - Bureau of Labor, Des Moines
Kansas - State Labor Department, Topeka
Kentucky - Department of Industrial Relations, Frankfort
Louisiana - Department of Labor, Baton Rouge
Maine - Department of Labor and Industry, Augusta
Maryland - Office of Commissioner of Labor and Statistics, Baltimore
Massachusetts - Department of Labor and Industries, Boston
Michigan - Department of Labor and Industry, Lansing
Mississippi - Bureau of Industrial Hygiene and Factory Inspection, State Board of Health, Jackson
Missouri - Department of Labor and Industrial Inspection, Jefferson City
Montana - Department of Agriculture, Labor and Industry, Helena
Nebraska - Department of Labor, Lincoln
Nevada - Department of Labor, Carson City
New Jersey - Department of Labor, Trenton
New Hampshire - Bureau of Labor, Concord

New Mexico - Labor and Industrial Commission, Santa Fe
New York - Department of Labor, 80 Centre Street, New York City
North Carolina - Department of Labor, Raleigh
North Dakota - Department of Agriculture and Labor, Bismarck
Ohio - Department of Industrial Relations, Columbus
Oklahoma - Department of Labor, Oklahoma City
Oregon - Bureau of Labor, Salem
Pennsylvania - Department of Labor and Industry, Harrisburg
Rhode Island - Department of Labor, Providence
South Carolina - Department of Labor, Columbia
South Dakota - Office of Industrial Commissioner, Pierre
Tennessee - Department of Labor, Nashville
Texas - Bureau of Labor Statistics, Austin
Utah - Industrial Commission, Salt Lake City
Vermont - Department of Industrial Relations, Montpelier
Virginia - Department of Labor and Industry, Richmond
Washington - Department of Labor and Industries, Olympia
West Virginia - Department of Labor, Charleston
Wisconsin - Industrial Commission, Madison
Wyoming - Department of Labor and Statistics, Cheyenne

II. STATE HOURS LAWS[1]

Over a period of years State laws have tended to reduce the legal working hours of women. This is in line with industrial experience that over-long hours reduce rather than increase output by adversely affecting the health and morale of the worker. In transportation there exists the added risk to public safety resulting from excessive working hours.

[1] In the interest of public safety, practically every State has enacted laws limiting the number of consecutive hours of work or prescribing rest periods for specified employees (men and women) engaged in operating trains or buses. Interstate Commerce Commission regulations and the Fair Labor Standards Act apply to both sexes engaged in interstate commerce. Since transportation companies have operated under these laws for years, they are not included in this summary.

This summary of hours does not indicate all of the specific occupations to which the law applies in each State nor the full details of regulation. An attempt has been made, however, to include occupations in which women are likely to be employed in the transportation industries. Some of these laws specifically include transportation. Others would cover this field under broad interpretation of industry definitions.

When war brought twin demands for expanded production and recruitment of men for the armed services, most States responded by temporarily adjusting hours laws for women and minors where necessary to allow maximum output.

Following is a summary of the daily and weekly limitations on hours of work for women over 18 years of age, contained in State laws.

Daily and Weekly Limitation of Hours of Women over 18

The hours limitations for each State are indicated by three figures: for example, "8, 48, 6" means 8 hours a day, 48 hours a week, and 6 days a week. If the daily hours must be within a certain period it is indicated as follows: "8 in 10". State safety regulations applying to both male and female employees in transportation are not indicated below since transportation companies have operated under these laws for many years and are therefore familiar with them.

Alabama	No limitation (except for drivers in motor transportation where regulations apply to both men and women).
Arizona	Most occupations except telephone offices and railroad yard offices employing three or fewer women -- 8 in 13, 48, 6 (7-day week if 6 hours a day or less).
Arkansas	Most establishments, specifically including express, transportation, manufacturing, mechanical, restaurant, and laundry -- 9, 54, 6.
California	Most establishments, specifically including express, transportation, manufacturing, mechanical, restaurant, laundry, telephone and telegraph -- 8, 48, 6.
Colorado	Public housekeeping and laundries -- 8, 48, 6; manufacturing and mechanical establishments and restaurants -- 8.
Connecticut	Manufacturing and mechanical establishments and laundries -- 9, 48, 6; restaurants -- 9, 52, 6.
Delaware	Most establishments specifically including manufacturing, mechanical, telephone and telegraph offices, restaurants and offices -- 10 (12 hours one day a week; 8 hours if work after 11 p.m. in telephone and telegraph offices and restaurants), 55, 6.
District of Columbia	Most establishments specifically including manufacturing, mechanical, express, transportation, restaurant, laundry, and telephone and telegraph offices -- 8, 48, 6.

Florida	No limitation (except in motor transportation, and train and engine service when they apply to both men and women).
Georgia	No limitation (except textiles and railroad regulations applying to both men and women who operate trains, and to drivers of motor carriers).
Idaho	Most establishments specifically including express, transportation, laundry, restaurant, manufacturing, mechanical, telephone and telegraph, and offices -- 9.
Illinois	Most establishments specifically including express, transportation, public utilities, common carriers, restaurant, manufacturing, mechanical -- 8 (except 10 for telegraph and telephone operators between 7:30 p.m. and 8 a.m. if four hours sleep allowed), 48, 6.
Indiana	No limitation (except regulations concerning operators of motor vehicles and specified railroad employees that apply to both men and women).
Iowa	No limitation (except regulations covering drivers of motor vehicles and employees concerned with the movement of trains, that apply to both men and women).
Kansas	Laundry -- 9 in 10, 49½, (52 if daily hours not exceeded); public housekeeping including restaurants, and hospitals, and janitresses and car cleaners -- 8, 48; telephone exchanges with more than two operators on duty at one time -- 8, 48, 6; manufacturing -- 9, 49½ (54 in emergencies), 6.
Kentucky	Most establishments specifically including mechanical, laundry, restaurant, telegraph and telephone -- 10, 60; all occupations, women under 21 -- 10, 60.
Louisiana	Most establishments in towns over 6000 specifically including express and transportation, manufacturing, mechanical, telegraph, telephone, restaurant and laundry and specifically excluding employees of ferries in cities over 400,000 furnishing 24-hour service -- 8 (up to 10 with time and one-half), 48, 6. All occupations in towns 6000 or less -- 9, 54 (except 60 hours are permitted in telegraph establishments and in places of less than 2500 population).
Maine	Manufacturing and mechanical establishments -- 9, 54. Telephone exchanges employing more than 3 operators, express and transportation companies, restaurants, laundries and telegraph offices, -- 54.
Maryland	Manufacturing and mechanical establishments and laundries -- 10 (8 if work done after 10 p.m.), 60.

Massachusetts	Most establishments specifically including express, transportation, manufacturing, mechanical, telegraph, telephone and laundry -- 9, 48, 6.
Michigan	Most establishments specifically including laundry, restaurant, manufacturing, workshops, offices, and the operation of street and electric railways -- 10, 54.
Minnesota	Most occupations specifically including public housekeeping, telephone operators (except in towns under 1500 or when working 12 hours or less at night with four hours for sleep) manufacturing, mechanical and laundry -- 54.
Mississippi	Most occupations (except where public necessity requires it) -- 10, 60.
Missouri	Most establishments in towns of 3,000 specifically including manufacturing, mechanical, laundry, restaurant, (including clerical occupations in these industries), public utilities, express, transportation, common carriers and specifically excluding telephone companies -- 9, 54.
Montana	Most establishments specifically including manufacturing, mechanical, laundry, restaurant, telegraph exchange room, or office -- 8 (Federal laws take precedence)
Nebraska	Most establishments in metropolitan cities and cities of the first class specifically including manufacturing, mechanical, laundry, restaurant, and offices, and specifically excluding public service corporations.
Nevada	Most occupations -- 8 in 12, 48 (excess permitted in certain emergencies if overtime paid).
New Hampshire	Manual and mechanical labor in manufacturing establishments (except supplies for United States or State during war) -- 10, 48, 6; manual or mechanical labor in non-manufacturing establishments except operators in telephone and telegraph offices, 10¼, 54. If any manual or mechanical labor performed between 8 p.m. and 6 a.m. on more than 2 nights a week -- 8, 48.
New Jersey	Manufacturing establishments, laundries and restaurants -- 10, 54, 6.
New Mexico	Most establishments, specifically including industrial establishments, public utilities, restaurants, business offices, laundries, -- 8, 48 (50 in emergencies if time and one-half paid) telephone and telegraph offices employing more than 5 operators -- 8, 48 (54 if employed between 10 p.m. and 7 a.m.)

New York	Most establishments, specifically including manufacturing, laundry and restaurant, and women over 21 engaged as conductors or guards in operation of any street surface, electric subway, or elevated railway car or train -- 8, 48, 6; women over 21 in telegraph or messenger service -- 48, 6.
North Carolina	Any occupation where 8 or more persons employed, with certain exceptions including offices, railroads, common carriers, and public utilities under jurisdiction of I.C.C. or N.C. Utilities Commission -- 9 in 12, 48 (except 55 in laundries; 6, (except 7 days for telegraph operators and clerks in offices employing 3 or less); workshops if less than 8 employed -- 11, 55; restaurants employing 3 to 8 persons, with office employees specifically excluded -- 10, 55.
North Dakota	Most establishments in towns of 500 or more specifically including express, transportation, manufacturing, mechanical, laundry, restaurant, telephone and telegraph offices (except rural exchanges and small offices where special rules established) -- 8½, 48, 6.
Ohio	Most occupations other than in manufacturing, except communication companies, in cities of less than 5,000 -- 8 in 10, 48, 6; manufacturing, 8 in 10, 45, 6.
Oklahoma	All establishments employing 5 or more women in towns of 5,000 or more, including manufacturing, mechanical, laundry, restaurant, office buildings, warehouses, and telephone and telegraph offices -- 9, 54 (overtime permitted in emergencies for telephone operators and restaurant employees under certain conditions).
Oregon	Most occupations, including laundry, manufacturing, public housekeeping, restaurant, and office work -- 8, 44, 6; telephone and telegraph occupations -- 8, 44; express or transportation companies (except as covered under specific orders) -- 10, 60.
Pennsylvania	Any establishment -- 8 in 10, 44, 5½.
Rhode Island	Most establishments except women working by shifts in the employ of a public utility, such as a railroad, street railway, telephone or telegraph, express and freight, dining car, steamboat, ferry and power boat -- 9, 48.
South Carolina	No limitation (except mercantile, and regulations applying to specified occupations on street railways, and drivers of motor trucks engaged in intrastate commerce and employees of certain interurban railroads when regulations are the same for men and women).
South Dakota	Most occupations, except telephone and telegraph operators -- 10, 54.

Tennessee	Most establishments specifically including manufacturing, mechanical, electrical, laundry, telegraph, telephone and any establishment employing labor or using machinery -- 10½, 57.
Texas	Most establishments, specifically including express, transportation, restaurant, laundry, manufacturing, mechanical, telephone, telegraph or other offices (except stenographers, and telephone and telegraph offices in rural districts or in towns of less than 3,000) -- 9, (11 for laundries if double time paid over 9), 54 (in emergencies longer hours if employees consent and double time paid).
Utah	Most establishments specifically including express, transportation, telegraph, telephone, manufacturing, mechanical office and restaurant -- 8 in 12, 48. Public housekeeping -- 8, 48, 6; laundries 8, 45 (48 if time and one-half paid), 6.
Vermont	Manufacturing and mechanical establishments -- 9, 50.
Virginia	Manufacturing and workshops, laundries, restaurants, except specified office workers -- 9, 48.
Washington	Most establishments, specifically including manufacturing, mechanical, laundry, restaurant, and offices -- 8; manufacturing, public housekeeping (including restaurants) -- 6-day week.
West Virginia	No limitation (except those applying to certain railroad employees and telegraph and telephone operators that are same for both men and women).
Wisconsin	Most establishments, specifically including express, transportation, laundry, restaurant, manufacturing, mechanical, telephone, telegraph (with certain exceptions) -- 9, 50 (if work at night in express or transportation, mechanical, telephone and telegraph offices, restaurants -- 8, 48; manufacturing and mercantile, including restaurant; with certain exceptions -- 6).
Wyoming	Most establishments specifically including manufacturing, mechanical, laundry, and restaurant -- 8 in 12, 48.

III. NIGHT WORK LAWS AND REGULATIONS

So far as transportation is concerned, night work legislation applies to women 18 and over as the following summary indicates. In every State, however, permission to employ women at night will be granted to meet wartime needs.

California	Employment of women in laundries prohibited between 10 p.m. and 6 a.m. and in manufacturing establishments between 12 midnight and 6 a.m.
Connecticut	Employment of women in restaurants and manufacturing and mechanical establishments prohibited between 10 p.m. and 6 a.m.
Delaware	Employment of women in manufacturing and mechanical establishments, laundries, and offices prohibited between 10 p.m. and 6 a.m. (except where continuous operations are necessary).
District of Columbia	Employment of girls 18 to 21 in messenger service prohibited between 7 p.m. and 6 a.m. and boys 18 to 21 between 12 midnight and 5 a.m.
Indiana	Employment of women in manufacturing establishments prohibited between 10 p.m. and 6 a.m. (12 midnight to 6 a.m. under specified conditions).
Kansas	Employment of women under 21 in public housekeeping (including restaurant workers and car cleaners) prohibited between midnight and 5 a.m. Employment of women in laundry and manufacturing occupations prohibited between 9 p.m. and 6 a.m.
Massachusetts	Employment of women prohibited between 10 p.m. and 6 a.m. in manufacturing and mechanical establishments; employment of women under 21 prohibited in a number of establishments including telephone exchanges, telegraph or messenger services and garages, between 10 p.m. and 6 a.m.
Nebraska	Employment of women prohibited in manufacturing and mechanical occupations, laundries, restaurants or offices, except public service corporations, in cities of the first class between 1 a.m. and 6 a.m. unless employer obtains a permit from the Commissioner of Labor.
New Jersey	Employment of women prohibited between midnight and 7 a.m. in laundries, restaurants (except in hotels) and manufacturing establishments.

New York	Employment of women over 21 in manufacturing and laundries prohibited between 10 p.m. and 6 a.m. (under 21 between 9 p.m. and 6 a.m.); women over 21 employed as conductors or guards of street surface, electric subway or elevated railways between 10 p.m. and 6 a.m. (under 21 prohibited altogether); women over 21 in restaurants, with exceptions, between 12 midnight and 6 a.m. (under 21 between 10 p.m. and 6 a.m.); women over 21 as messengers, between 10 p.m. and 7 a.m. (under 21 prohibited altogether).
North Dakota	Employment of women in laundries prohibited before 6 a.m.
Ohio	Employment of women as ticket sellers, prohibited between 10 p.m. and 6 a.m. Girls under 21 may not work in most occupations between 10 p.m. and 6 a.m.
Pennsylvania	Employment of women in manufacturing prohibited between 10 p.m. and 6 a.m.; employment of girls under 21 prohibited in most establishments (except telephone operators over 18) between 9 p.m. and 6 a.m.; employment of minors under 21 in messenger services prohibited between 8 p.m. and 6 a.m.
Rhode Island	Employment of persons under 21 as messenger prohibited between 10 p.m. and 5 a.m.
Wisconsin	Employment of women in laundries and manufacturing prohibited between 6 p.m. and 6 a.m., except office workers and charwomen; employment of minors under 21 in messenger service in first-, second- and third-class cities prohibited between 8 p.m. and 6 a.m.

There are also limited night-work laws such as found in New Hampshire, Delaware, Maryland, and Wisconsin, where employment of women in some occupations during specified night hours must be limited to 8 hours per night or 48 hours per week.

IV. MEAL AND REST PERIODS

Twenty-four States and the District of Columbia require meal or rest periods for women in most occupations in the transportation industry.

If a 30-minute meal period is provided for employees, State legal requirements are met except in the following States:

Arkansas	Most establishments employing 3 or more women, 45 minutes after 6 hours' continuous work except 6½ hours' continuous work permitted if workday ends at 1:30 p.m. Where 6 or more persons employed, one-hour meal period if no lunch room provided.

Delaware	Most establishments, 45-minute meal or rest period after 6 hours' work, or 6½ hours' continuous work permitted if workday ends at 1:30 p.m., not less than 30 minutes for midday or evening meal period.
District of Columbia	Most establishments where 3 or more women employed, 45 minutes after 6 hours' continuous work except 6½ hours' continuous work permitted if work ends not later than 1:30 p.m. and workers dismissed for day.
Indiana	Most occupations, 1 hour, except by permit.
Kansas	Manufacturing establishments, 45 minutes after 5 hours of work (except 30 minutes where 8-hour day). Laundries, 1 hour after 6 hours of work except that employers and employees may agree to one-half hour.
Louisiana	Most occupations, in establishments located in towns of less than 6,000, 1 hour or by agreement of two-thirds of the employees, 30 minutes.
Maine	Most establishments where 3 or more persons employed, 1 hour rest after 6 continuous hours, or 6½ continuous hours permitted if workday ends not later than 1:30 p.m.
Massachusetts	Manufacturing, mechanical and mercantile establishments (including restaurants), 45 minute meal period after 6 hours' work, or 6½ hours' continuous work permitted if work day ends at 1 p.m., or 7½ hours if employee allowed to eat lunch on duty and work day ends at 2 p.m.
New York	Manufacturing and conductors or guards in operation of surface subway, and elevated trains, one hour except by permit; other establishments 45 minutes except by permit; additional period of 20 minutes between 5 and 7 p.m. if shift starts before noon and continues after 7.
North Dakota	Public housekeeping, (including food and lodging services and cleaning building and equipment, specifically cars) 60 minutes if employees must leave premises (otherwise 30).
Ohio	Most establishments, 60 minutes if no lunch room (otherwise 30 minutes); not more than 5 hours' continuous employment without 30 minutes meal period.
Oregon	Manufacturing, office, telephone and telegraph occupations, 45 minutes after 6 hours; laundries with 2 or more employees, 45 minutes after 5 hours.
Utah	Restaurant, laundry, and public housekeeping occupations, (including food and lodging service), 10 minute rest period after each 4 hours or fraction thereof, (30 minute meal period in restaurants and public housekeeping).

Washington	Offices, 45 minutes after 5 hours; telephone, telegraph, or any other public occupation, 60 minutes.
Wisconsin	Manufacturing and laundry establishments, 1 hour if employed more than 6 hours (except 45 minutes where lunch room), 15 minutes if employed 4½ to 6 hours; mechanical, telegraph, telephone, express or transportation establishment, 1 hour; restaurants, 1 hour (except 30 minutes if meal eaten on premises and time between meals does not exceed 5 hours).

V. STATE MINIMUM-WAGE REGULATIONS

The wages of women workers may be governed by State minimum-wage laws as well as by the Fair Labor Standards Act. Minimum wage rates have been established for various occupational groups by 26 States, the District of Columbia, Alaska, Hawaii and Puerto Rico. Copies of minimum wage laws and wage orders may be obtained from State labor departments. If employees in transportation occupations are paid at least 40 cents an hour and time and one-half for hours over 40 a week, the requirements of both State and Federal minimum-wage laws are being met, except in the following cases:

State	Occupation or Industry	Minimum Wage Rate
California	Manufacturing, with repairing specifically included.	$18 for 40 hours; 50¢ an hour for less than 40 hours; 45¢ an hour for more than 40 hours.
	Orders for other occupations and industries are being revised at present and will probably be issued within 6 months.	
District of Columbia	1. Public housekeeping including food and lodging services and cleaning of buildings and equipment (including cars).	Rates in excess of 40¢ an hour for some occupations.
	2. Laundry: Productive plant workers.	$14.50 a week of 16 to 44 hours.
	Store clerks, office, elevator and telephone.	$17 a week of 40 to 48 hours.
	3. Office: Office employees (except in laundries), including telephone and telegraph operators.	$17 a week of 30 to 44 hours - 50¢ an hour less than 30 hours or more than 44 hours.
	4. Manufacturing: Productive workers.	$16 a week of from 32 to 44 hours.

State	Occupation or Industry	Minimum Wage Rate
District of Columbia	5. Elevator operators.	$17 a week of from 40 to 48 hours.
Massachusetts	Office Workers.	$16 a week of 36 to 48 hours. 47¢ an hour if work less than 36 hours.
Minnesota	Any occupations in cities of 50,000 or more, except needlecraft and laundries.	$15 a week of 36 to 48 hours.
Nevada	All occupations.	$3 a day, $18 a week, time and one-half over 8 hours a day or 48 hours a week (when permitted during rush periods).
Alaska	All occupations.	45¢ an hour for part-time work.

VI. PROHIBITED OCCUPATIONS FOR WOMEN

As an emergency war measure most States will grant permission for the employment of women in prohibited occupations to war industries if application is made to the State labor commissioner and the need in order to achieve maximum output is established. The following list indicates only those prohibitions which relate to transportation.

Colorado	Prohibits employment of women in coke ovens.
Connecticut	Prohibits employment of women immediately before and after childbirth.
Louisiana	Prohibits women from cleaning moving machinery.
Massachusetts	Prohibits employment of women immediately before and after childbirth and under certain conditions, in core making.
Minnesota	Prohibits core making under certain conditions and cleaning moving machinery.
Missouri	Prohibits employment of women immediately before and after childbirth and from cleaning moving machinery.
New Jersey	Prohibits handling of dry substances or compounds containing more than 2 per cent of lead.
New York	Prohibits employment of women immediately before and after childbirth; core making under certain conditions; cleaning moving machinery; working on certain kinds of moving abrasives.

Ohio	Prohibits core making under certain conditions; cleaning moving machinery; work on certain kinds of moving abrasives; employment in trucking and railroad section work; other occupations including crossing watchman, express driver, molder, taxi driver, jitney driver, freight or baggage elevator operator, baggage or freight handler, delivery service, work in blast furnaces, smelters, shoe shining parlors.
Oregon	Prohibits employment of women in messenger service.
Pennsylvania	Prohibits core making under certain conditions; trucking and railroad section work; the handling of dry substances or compounds containing more than 2 per cent of lead; employment as crane operators, as railroad messengers calling train crews, in maintaining fires in hand-fired boiler furnaces, and in certain forms of welding and cutting unless various conditions are met.
Vermont	Prohibits employment of women immediately before and after childbirth.
Washington	Prohibits employment of women immediately before and after childbirth.

Employment of women in mines is prohibited by 17 States and in quarries by 5 States.

VII. WEIGHT LIFTING RESTRICTIONS

Several States have regulations on lifting and carrying of heavy weights. Here too, some States permit variations of the law to meet wartime needs.

California	Boxes, baskets or other receptacles weighing with their contents 50 pounds or more must be equipped with pulleys, casters, or other contrivances so they may be moved easily. Prohibits carrying any receptacle weighing with its contents 10 pounds or over up or down any stairways that rise more than 5 feet from the base. Specifies 25 pounds as maximum weight to be lifted or carried.
Massachusetts	Receptacles weighing with their contents 75 pounds or more must be equipped with contrivances enabling them to be moved without lifting.
Michigan	Prohibits the lifting of over 35 pounds and sets the maximum at 20 pounds while ascending stairs.
Ohio	Prohibits employment requiring frequent or repeated lifting of weights in excess of 25 pounds.

Oregon	Prohibits the lifting of over 25 pounds dead weight and prohibits the lifting or carrying of over 15 pounds for a distance of more than 10 feet.
Pennsylvania	Prohibits the lifting of heavy weights in explosive plants. In welding and cutting operations, prohibits the lifting of material weighing more than 15 pounds.
Utah	Prohibits the lifting of burdens in excess of 30 pounds and carrying of more than 15 pounds.
Washington	Prohibits lifting or carrying an excessive burden.

VIII. CHILD LABOR REGULATIONS

The employment of minors under 18 years of age in the transportation industry or in occupations or employments closely related to such industry, is affected by child-labor standards established by both State and Federal laws and regulations. Since these laws vary both as to the occupations to which they apply, and as to the age at which and the conditions under which minors may be employed, the text of the applicable laws or regulations should be consulted before minors under 18 years of age are engaged. The types of standards set up by these laws are indicated below.

Before any minor under 18 is employed, the employer should obtain an employment or age certificate, which is required in many States or is issued on application. These certificates are accepted as proof of age of the minor under the Fair Labor Standards Act. They are generally issued by the local school authorities or by representatives of State education or labor departments, but in four States (South Carolina, Texas, Idaho and Mississippi) they are issued by the Children's Bureau of the U. S. Department of Labor. The employment or age certificate is based on the best available documentary evidence of age and carries the signature of the issuing officer and the minor. It will furnish the employer with reliable proof of age of a minor so that he may avoid placing such a minor at a job which is prohibited for a person of his age.

State child-labor regulations.

In general, State child-labor laws (1) establish a minimum age for general employment, usually 16 or 14 years, below which no minor may be employed, (2) require employment certificates or age certificates as a condition for employment of minors under 16 or under 18 years of age, (3) limit maximum hours of work, both daily and weekly, and the number of days per week, and prohibit employment during specified night hours, for minors under 16, and in many States also for boys or girls between 16 and 18 years of age, and (4) require time to be given for lunch periods.

In addition, because young workers need special protection from exposure to industrial hazards, practically all State child-labor laws have also set a minimum age for work in hazardous occupations, which age is higher than has been set for entrance to general employment. These hazardous occupations prohibitions apply usually to minors under 16 or under 18 years of age. The types of hazardous employment for which a higher minimum age has been established than for general employment, are varied. They include employment in specified places or establishments, as on docks or wharves, in lumbering or logging operations, or in mines, laundries, barber shops, or restaurants; or employment on specified types of machines, as power-driven woodworking machines or emory or abrasive machines; or employment in occupations involving industrial disease hazards. They also include employment as a messenger or elevator operator, or in work involving too great physical strain for the young worker. All these prohibitions are of particular importance to the transportation industry, since many of them apply either specifically to occupations common to this industry, such as, handling baggage and freight, employment on boats or on wharves, or as brakeman, engineer or call-boy for railroads, or apply to occupations in work carried on by or closely related to the transportation industry, as for instance, waitresses or messengers, or work in laundries.

Federal child-labor regulations.

The child-labor provisions of the Fair Labor Standards Act of 1938 apply to establishments producing goods for shipment in interstate commerce. Under these provisions 16 years is the minimum age for general employment, and 18 years is the minimum age for occupations declared by the Chief of the Children's Bureau of the U. S. Department of Labor to be particularly hazardous for minors 16 and 17 years of age. Up to the present time, five hazardous occupations orders have been issued, and these result in an 18 year minimum age for motor vehicle drivers or helpers, for operators of power-driven woodworking machines, in work in or about coal mines except in certain surface occupations, in logging operations or sawmilling, with specified exemptions, in work in or about plants manufacturing explosives and in work involving exposure to radioactive substances. The employment of minors 14 and 15 years of age is permitted outside school hours in limited non-manufacturing, non-processing, and non-mining occupations, to the extent that such employment is determined by order of the Chief of the Children's Bureau as not detrimental to their health and well-being, and under conditions set up by such order.

The Public Contracts Act, which applies to a contractor in the manufacture, or production, or furnishing of any materials in excess of $10,000, requires that the contractor shall not employ a minor boy under 16 years, or a minor girl under 18 years, in such work. The Secretary of Labor, however, under authority given in the Act, has granted an exemption from the 18-year minimum age for girls, permitting girls to be employed at 16, provided their employment meets the conditions enumerated in her exemption order.

Conference on Womanpower in Transportation
Division of Transport Personnel
Office of Defense Transportation
March 18 and 19, 1943
at
10 A.M.
Room 2117 New Post Office Building
Between Pennsylvania Ave. & Constitution
on 12th Street
Washington, D.C.

Presiding
Mr. Otto S. Beyer
Director, Division of Transport Personnel
Office of Defense Transportation

March 18, 1943

Morning Session
(10 - 1)

I. American Experience with the Employment of Women in Transportation.
Trucking - Mr. Charles G. Morgan, American Trucking Associations
Local Transit - Mr. Merwyn Kraft, American Transit Association
Airways - Mr. W.L. McMillen, American Airlines, Inc.
Railroad - Mr. E.B. Dithridge, Pennsylvania Railroad

II. A Statistical Picture of Women in Transportation
Mrs. Helen Robison, Office of Defense Transportation

III. What Transportation Jobs can Women do?

Three minute reports from representatives of each branch of transportation.

Afternoon Session
(2:30 - 5:00)

IV. British Experience with the Employment of Women in Transportation
Miss Dorothy Sells, Division of Transport Personnel

V. Questions

March 19, 1943

Morning Session
(10 - 1)

VI. State Laws and How They Affect Women in Transportation.
Mrs. Clara M. Beyer, Division of Labor Standards

VII. Recommended Adjustments Where Women are Employed in Transportation
Miss Mary Anderson, Women's Bureau

VIII. Recruiting and Selecting Women for Transportation Jobs.
Mr. Glenn Brockway, Bureau of Placement, War Manpower Commission

IX. Training Women for Transportation Jobs.
Mr. Elton Woolpert, Office of Defense Transportation
Miss Cornelia Edge, Office of Defense Transportation

Afternoon Session
(2:30 - 5:00)

X. Labor Agrrements andthe Employment of Women in Transportation
Discussion by representatives of Labor and Management

XI. What Practical Steps Can be Taken to Encourage Increased Employment of Women in Transportation?

General Discussion

EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE FOR EMERGENCY MANAGEMENT

THE OFFICE OF DEFENSE TRANSPORTATION
JOSEPH B. EASTMAN, Director

March 13, 1943

IN REPLY REFER TO:

Miss Mary Anderson
Women's Bureau
Department of Labor
Washington, D. C.

Dear Miss Anderson:

I am so glad that you are going to be at our conference on Womanpower and that you will speak on recommended adjustments for the employment of women in transportation on March 19, at 10 o'clock. If possible will you plan to take about 15 or 20 minutes?

As I mentioned to you over the phone, I feel that many of the representatives at the conference would be interested in some of the Woman's Bureau leaflets. If it is agreeable to you I shall ask someone on my staff to get in touch with Mrs. Nyswander to select those which should be of special interest to representatives of the transportation industry.

I am enclosing a copy of the agenda for your information.

Very truly yours,

Dorothy Sells

Dorothy Sells, Chief
Personnel Supply Section

Enclosure

FOR VICTORY
BUY
UNITED STATES
WAR
BONDS
AND
STAMPS

Neuburg

Transportation

Summary - Report
Conference on Womanpower in Transportation

Division of Transport Personnel
Office of Defense Transportation
March 18 and 19, 1943
Washington, D. C.

Presiding
Mr. Otto S. Beyer
Director
Division of Transport Personnel

5-0772-P1of53-NOBU-COS-WP

SUMMARY

On March 18 and 19th a conference on Womanpower in Transportation was held in Washington, D. C. at the call of the Division of Transport Personnel of the Office of Defense Transportation. The purpose of this conference was to determine where women could be most effectively employed in the various branches of transportation and to discuss methods for dealing with problems arising out of the employment of women.

Representatives of both management and labor from the various branches of transportation and representatives from the interested Government departments were invited to participate. These representatives discussed their views and experience freely.

In the airlines, which is the youngest of the transportation industries, women are accepted by both labor and management on exactly the same terms as men, they are given the same training, the same pay, the same opportunities for advancement and the same seniority rights. Local transit and over-the-road bus transportation companies also tend to take a liberal view towards replacing men with women on street cars, on buses, and to a less extent in the shops, garages and car barns. These industries reported that the women they have hired are of a high caliber, and they have proved to be entirely satisfactory. Their primary problem is to get enough women applicants.

Less enthusiastic, but still receptive to the employment of women, were the representatives of management and labor for trucking. There was a difference of opinion about the branch of the industry for which women are best adapted. It was agreed that in order to employ women effectively in this industry certain adjustments must be made. Where necessary, however, women are accepted in certain occupations for the period of the emergency.

Concerning the place of women on the railroads there was less agreement between management and labor. While some of the management representatives considered the time has come to employ women in certain occupations previously performed by men, labor representatives expressed the opinion that there are many railroad occupations which are not suitable for women.

When employing women in men's jobs certain minor adjustments should be made to insure satisfactory results. For example, mechanical devices should be introduced to minimize the need of heavy lifting and carrying. Seats, adequate washroom facilities, and protective work clothes should be provided. Wage rates should be determined on the basis of the work performed irrespective of sex. Qualified women should be referred to employment and training opportunities too, on a basis of equality with men. Jobs, however, should be rearranged so as to speed up the training process.

When a real emergency arises, most states permit relaxation from their labor regulations for limited periods upon application to the labor commissioner. The State laws protecting women are not so restrictive, however, as is commonly believed.

The reports contained herein are condensations of the transcripts of talks made at the conference. They do not necessarily reflect the opinions or policies of the Office of Defense Transportation.

March 18, 1943
Morning Session

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Opening Remarks
Mr. Otto S. Beyer
Office of Defense Transportation

The Division of Transport Personnel has called this Conference on Womanpower in order that this Office and other Government Departments may benefit from the experience of practical men and women connected with the different branches of transportation and labor organizations. The two things we want to know most are, what jobs you have found women best adapted to fill and what are the main problems arising as a result of employing women in jobs previously held by men.

More and more men are being withdrawn from transportation jobs to enter the armed services. At the same time due to the increasing demand for transportation facilities, employment in transportation has increased. Of the 2,634,000 transportation workers* in January of 1943 approximately 160,000 were women, many of whom were replacing men.

As manpower shortages become increasingly acute one of the major sources of labor from which all branches of transportation must draw will be the women of the Nation. They are our great hope if the transportation systems of the country are to be kept effectively running. Already many companies are experimenting with employment of women in a wide range of jobs. It will be most helpful to pool the experience of railroads, airlines, bus, truck and street car carriers in this important matter of womanpower.

Transportation companies, labor and the Government must work together to provide manpower so that there will be no breakdown of our transportation facilities which are so sorely needed to win the war. Replacements must be found for those men who enter the armed services and war industry and new workers must be found for the increasing demand within the expanding transportation industry. Never before in the history of the Nation have we looked to women as we do today to meet such a problem. Today it becomes necessary for us to appraise the total picture and to see how we can improve the manpower situation, which in some places is already critical, through the utilization of women to meet our transportation needs.

During 1943 many thousands of women will be needed to fill transportation occupations which up to this time have been handled exclusively by men. With this increased employment of women numerous questions and problems necessarily arise. To bring these problems to the fore, to give representatives of labor and management an opportunity to express their views and to benefit from the experiences of those who have already employed women, I have called this conference.

*This figure includes only for-hire transportation.

I. American Experience with the Employment of Women in Transportation

TRUCKING — **Mr. Charles G. Morgan, Jr.**
American Trucking Associations, Inc.

Prior to Pearl Harbor, the trucking industry was a man's world. Most women in the industry were executives or office employees. There were not many women even in offices. Men operated switchboards, men were stenographers and men occupied most other jobs in trucking.

A survey as of April 1st, 1942 covering approximately 55,000 employees of more than 400 motor carriers located in different parts of the country, showed the proportion of females was 7.9% of the total number employed. A similar survey as of July 31 showed that female employment had gone up to 9.2%. Another survey made on November 15 showed that it had increased to 11.1%. This indicates an increase of 1.5% to 2% in each four months.

When it is necessary to replace men with women on trucks they can be used best in over-the-road service because the problems connected with putting women into that service can be overcome. Women are capable of operating heavy and articulated equipment. They are not so well adapted for local service however. The necessity for lifting and carrying often makes this unsuitable.

Though the experience with women truck drivers has been short, their safety record is, so far, satisfactory. Like all men truck drivers, women have to learn how to operate power brakes, especially air brakes, which work differently from ordinary passenger car brakes. If care is taken in training, the use of power brakes can be easily learned with a little practice.

In the private carrier field, many women drive dairy, bakery and department store delivery trucks, when the commodity transported is not heavy. The service is local and the employment is at regular hours. The equipment is light and similar to the passenger car type of equipment.

Even for jobs which have previously been held by women it is now exceedingly difficult to find and keep a sufficient number. Some of these jobs are filing clerk, telephone operator, stenographer, rate clerk, billing clerk, and other clerical work. For jobs previously held by men it is even more difficult to find suitable women.

Women have been used by both private petroleum companies and other trucking concerns for lubricating work at service stations. Since this work is largely outdoors, women have been known to quit on account of bad weather. Women are also engaged as platform laborers. This requires little training except in the proper way of loading, balancing loads, and checking the items being loaded.

A number of carriers have trained and employed women for rate clerks. After truck carriers have trained the women and they are broken in, however, they often move some place else for higher wages. Women have been used to some extent in stock rooms, and in parts and tool rooms. In this work they have proved fairly satisfactory, though they have had limited experience. Here again, not enough women are available for training. When carriers have been able to recruit suitable women for driving they have had very good experience. An interesting example of the success of women is found in operation of Army equipment from Army pools or from points of production to Army depots. This involves driving jeeps, trucks and all types of Army motor equipment in over-the-road operation.

A number of problems are presented by the employment of women in over-the-road service, however. Hours are irregular and largely at night. Most over-the-road drivers have to stay away from home three nights a week or more. All over the country there are dormitories, service stations or small hotels where regular accommodations for traveling male drivers are provided. But a woman on the road would have trouble in finding accommodations. Moreover, it takes a truck driver with a great deal of experience to know what to do in case of a breakdown on the road. If women are to be employed successfully in the trucking industry, adjustments will have to be made.

LOCAL TRANSIT

Mr. Merwyn A. Kraft
American Transit Association

Like trucking, the transit industry has been predominantly a man's field. In the past, women have been employed as clerks and stenographers, but recently they have replaced men employed in many jobs. The need for employing women arose first in California where the demand for manpower became severe earliest. Women were employed in the transit industry, in San Diego and San Francisco as early as July 1942. Gradually the employment of women has increased. Approximately 30 large and an unknown number of smaller companies have now replaced men with women.

Women were first placed as conductors on cars and buses, that being the easiest job and one not requiring a great amount of previous experience. The next jobs filled by women were those of motorman, one-man car operator, bus driver and clerk in the division and garage offices.

The employment of women in the shops and garages came somewhat more slowly, because of difficulties in making the necessary arrangements for rest-rooms. Among the jobs they now fill are: division clerk, ticket agent, cashier, rapid transit collector, loader, change maker, conductor, motorman, traffic clerk and schedule clerk. In the shops, and in the car houses and garages, women were first used as car and bus cleaners and washers, these being the simplest jobs. Then came servicing, greasing, gassing, making routine inspections, doing electrical and mechanical work. They are also repairing Diesel engines and similar equipment.

The question as to how satisfactory women are in these jobs can best be answered by stating that the only employers that are still skeptical about the ability of women are those who have not yet hired and trained them. Reports from many companies employing women confirm the belief that they can do these jobs and can do them well.

I recently spent three weeks in San Diego, Los Angeles, and Oakland studying the employment of women in three large companies. There I saw them handling 40 passenger buses with no difficulty. Women had no preferred treatment in assignment to runs or shifts. The public as well as the women liked the idea. Meeting time schedules was one problem encountered by women. In the rush to get them out on the jobs, time for training was limited. Letters of inquiry sent to a representative group of transit companies reported satisfactory utilization of women. In fact, they are most enthusiastic about their experience with women workers.

In the employment of women there are two important factors to keep in mind:

1. Making the work sufficiently desirable.
2. Making the work suitable to the type of woman available.

There will be no problem if companies can continue to get the type of woman they now have, many of whom are wives of conductors and bus operators. These women are patriotic, interested in transportation, and show a willingness to put up with new and unusual conditions. Some companies now have the grave problem of finding the caliber of women they need, who can or will do the work required. Where will we get enough women?

AIR — Mr. W. L. McMillen
American Air Lines, Inc.

The air transport industry is young. A survey made before the war revealed that the average age of the personnel was 27 years. When the Selective Service Act was passed more than half of the men were single and under 30 years of age. This low age group of single men coupled with the shortage of available trained men in the operation of airlines and airplanes immediately precipitated a big problem of replacement and expansion. Moreover there was a large number of reserve Army officers subject to call. One out of every three men has been lost to the industry since Pearl Harbor. Since there is no reserve supply of men or women skilled as aircraft mechanics or in other types of work on airlines, the training period for those employed to replace this large percent of highly skilled employees is long.

No difference is made between men and women in matters of employment, except consideration for physical limitation and the difficulty of getting to distant air ports. There has been no difference in the training or the results of training as between men and women. We got into the same messes with new men as we did with new women.

When the war started 80 or 90% of the women in our company were doing office work while 10 or 12% of them were stewardesses. In traffic, reservation, and ticket offices 73% of the workers are now women; 77% of the workers in accounting are women; 100% of the stewardesses and stenographers are women; 84% of the workers in storekeeping are women; 53% of the workers on the ramp are women, and 45% of those employed in fleet service are women. Storekeeping requires the technical training necessary to identify 20,000 parts. Work on the ramp requires loading in all kinds of weather, even zero weather, and in spite of the cold, women stay on the job.

The tenor of the reports on experience with women in the shops varies. It seems to depend on the foreman, his attitude toward women in shops, and his willingness to make the necessary adjustments in his thinking. One foreman may say when women appear for employment and training "What is this world coming to?" But another may say, "Send me more women." Women are not confined to any one type of mechanical work, they do welding, sheet-metal work, and maintenance and repair of engines. There are fewer women in maintenance than in production, because the former requires a much longer period of training.

Other outstanding but rather unusual and isolated jobs held by women at American Air Lines are: publicity writer, photographer, junior meteorologist, Link trainer instructor, office manager, materials laboratory assistant, radio operator, and radio operator trainee.

In general the work of women is as satisfactory as that of men. They are thorough, enthusiastic; in fact they are fascinated with planes and often prefer them to typewriters. Women are more cautious than men and sometimes seem to lack initiative in proceeding with the job. There is no problem in discipline, and there are no sex problems, but caution has been exercised in grouping workers, young and old, men and women, white and colored, making groups that do not have too much in common to distract them from their work.

Aviation has tended to attract a high class person, whether man or woman. Within a few years the percentage of women to total employees has greatly increased. Our manpower problem is a matter of training and of time - not a matter of sex.

RAILROAD

Mrs. M. J. Ward
Union Pacific Railroad

The employment of women is nothing new to the Union Pacific. This was started a long time ago when the women's travel service department was initiated. Women have been employed as laborers in the stores department. They are very satisfactory. The number of female telegraphers and telephone operators has been more than doubled. Women are in the shops as helpers and laborers. Men are not hired in the offices unless they are above draft age. A very high type of woman with good qualifications is available. Women have not been hired for train service yet, nor for track labor which is considered too strenuous for them.

RAILROAD (cont'd) Mr. J. E. Newman
New York Central Railroad

The employment of women is not entirely new to the New York Central Railroad. At the present time approximately 5,000 women are employed there. This represents a little more than four percent of the total number of employees.

The New York Central established a school in New York City for training women ticket sellers. This course which continued for seven hours a day for seven weeks was very successful. Since then at least two schools have been established for training telegraphers, women, men over 45, and those not subject to Selective Service are eligible. Neither men nor women can become all-round mechanics in a short time; but relatively little training is required to make women proficient for a number of jobs in the machinist group, and for welder, helper, electrician, sheet-metal worker, painter, upholsterer, patternmaker, and oiler. Women have also been working as cleaners, truck operators, and in various kinds of laboring jobs such as engine cleaning, turn table operating and lubricating. Throughout the system women have been employed as messengers. The company has become educated to the fact that it is necessary to employ women when men are not available.

Our experience with women employees has been satisfactory. Careful selection of women according to aptitude for and attitude toward the work is an important factor in getting good results.

RAILROAD (cont'd) Mrs. Pearl Dee Church
Office of Defense Transportation

The percentage of women in railroads is still small. The largest number of women is employed in clerical work. Even in the clerical group there are still relatively few women in railroading, with the exception of office machine operators. The male sex is still popular in the railroads as secretaries.

A few of the unusual jobs that women are doing emphasizes what they can do. The Southern Pacific, for example, is now hiring women for work in numerous railroad occupations never before open to them. They are to be found as steam hammar operators, rivet heaters, and turntable operators. Women are handling bolt cutting machines, drill presses, paint sprayers and lubricating appliances. They are also serving as tractor drivers, crossing watchmen, locomotive wipers, scrap sorters and cutters, yard and crew clerks, crew callers, round house clerks, stationary fireman, journal box packers, store helpers, draftsmen, sandhouse attendants, blue printers, and tool and supply checkers. In addition they are doing many "housekeeping" jobs such as cleaning freight and passenger cars, polishing locomotive cab windows and headlights, tidying railroad yards and steam cleaning moving parts of locomotives.

Some women are working as boilermakers; not only as helpers, but actually as boilermakers; there are a few electricians, upholsterers, brakemen, bridge and building mechanics and machinists. Some few women are working out in section gangs with pick and shovel. Others operate cranes in the shops and on the sidings. The number of women in these jobs is not large and it does not materially affect the total, but it does indicate what women can do.

WAREHOUSING **Mr. Warren T. Justice**
Pennsylvania Warehousing & Safe Deposit Company

In the warehousing industry the office force is about 90 percent women. Jobs such as stenographer, checker, and clerk are practically all filled by women. Women also do a great deal of the supervision. The heavy lifting and piling of materials in a warehouse is generally done by men because it is too strenuous for women, and eighty percent of our help must be able to lift 100 pound packages. Obviously women do not fit in there.

OVER-THE-ROAD BUS **Mr. Manford Burleigh**
Great Lakes Greyhound Bus Company

The experience of the Great Lakes Greyhound Bus Company checks pretty well with that of the American Transit Association. Women are very satisfactory. Because the number of women is increasing so rapidly, percentages change every day, so that up-to-date figures are not available. Many women are now going into the shops or working as drivers. They are lubricating buses and are doing an excellent job. They act as conductors, ticket agents and for years have been employed as cleaners. We have been surprised to find that some of the smaller women make as efficient bus drivers as larger ones. The accounting departments throughout the country employ practically all women. In fact, it has been found in our industry that women can do practically everything a man can do.

AUTOMOTIVE
MAINTENANCE **Mr. Ray Chamberlain**
National Automobile Dealers' Association

The experience of the National Automobile Dealers' Association is somewhat different from that expressed by most of the representatives here this morning. This Association represents about 50,000 independent shops, most of which are small, distributed widely over the country. The average clerk and bookkeeper jobs are almost entirely filled by women. In the small shop the average mechanic is a general mechanic. He must be able to perform many types of mechanical work because the work varies widely during the day ranging from brake adjustments to wheel alignments, or to gasoline motor repair. It is therefore necessary for him to be an all-round shop worker. Except in the larger shops very few women have consequently been employed. Women have proved satisfactory as storekeepers, but after training, many of the women go to other industries where they are paid higher wages. Some solution for this problem is needed.

II. A Statistical Picture of Women In Transportation

Mrs. Helen Robison
Office of Defense Transportation

In the eight-month period from May 1942, to January 1943, employment in transportation increased from 2,512,000 to 2,634,000. It has been estimated that there were about 120,000 women employed in for-hire transportation industries in September 1942, and a steady upward trend in the employment of women in all branches of transportation is noted.

The commercial airlines have set the pace for employment of women in transportation and probably are close to employing one woman to every two men today. Although flight personnel is exclusively male, except for stewardesses, the airlines are now using women in ticket offices, shops, hangers, and air fields.

Other branches of transportation are still lagging considerably behind this record. While railroads employ a larger number of women than any other transportation industry, women constitute only about four percent of all employees. Negro women in the East and Mexican women in the Southwest are often found in laborers' jobs. The railroads still have to reach the peak of the last war when 100,000 women were employed, but it is expected that peak will be reached and passed in 1943.

The for-hire trucking industry employed about 50,000 women in January, which is nearly 10 percent of the total personnel of the industry. However, only in rare instances have women been reported as drivers of trailer-trucks in over-the-road trucking, and only a few reports have been received of women driving small trucks in local service.

In the local transit industry, about 94 percent of the companies employed women in January, and the number of women employed has risen from about 8,000 in July 1942, to 11,100 in January 1943. There were 6,600 women employed in the inter-city bus industry in January 1943, as compared with about 4,000 in July 1942.

The public warehousing and storage industry employed about 5,700 women in January as compared with 5,100 in July 1942. In this industry, women have been employed almost exclusively in office work, except in frequent instances where they are engaged for highly seasonal unskilled work. The pipe lines, too, have never used women except in clerical office work, although a recent report indicated that women are being introduced into laboratory work for the first time in one company. Domestic water transportation offers very few opportunities to women, outside of office clerical work.

Even if no expansion in transportation employment occurs, employers are facing a replacement problem of very large proportions, and constant recruitment will be necessary if only to keep at current employment levels. Labor requirements of for-hire transportation will necessitate an increase in employment by an additional 175,000 from

January through October 1943. The need for women is especially great in areas of concentrated war production where local facilities such as housing, education, transportation, and other services have become overtaxed. It is most important to avoid further congestion and further shifting of personnel.

March 18, 1943
Afternoon Session

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III. British Experience with the Employment of Women in Transportation

Miss Dorothy Sells
Office of Defense Transportation

Almost from the beginning it was recognized in Great Britain that the outcome of the war depended largely upon industrial production and that the womanpower of the nation would eventually have to be mobilized. In preparing the list of reserved occupations for men of specified ages the possibility of employing women was therefore taken into account from the first.

Under the Registration for Employment Order issued in April 1941, all women between 18 and 45 years of age, except single women 20 to 24 who have been called up for the Women's Services, and women with children under 14 years old living with them, have been registered for work in essential industry. Among the activities considered essential to the war effort are the Transport Services. Other controls established by the Ministry of Labour under the Emergency Powers Act and the National Service Acts make it impossible for women engaged in the transportation industries to transfer to other jobs without permission from a National Service officer.

Nearly 20 percent of all employees of the four mainline railways and those engaged in local transit in the London area, are now women. Women are employed somewhere in almost every type of transportation job except the few which physical or other limitations render impracticable. On some jobs women can produce as much or even more than men did in exactly the same jobs; but it is generally estimated that a woman produces about 75% of what a man did on maintenance work, taking into consideration necessary de-skilling, extra supervision and other necessary adjustments.

The greatest number of women in transportation are employed as clerks, bus conductors, platform porters and in cleaning and other unskilled service work. No women are employed on merchant ships or as dock workers, though they do load and unload cars carrying freight which has come by boat, at the inland sorting depots. No women are employed as locomotive engineers or firemen, though a few act as guards and operate signal boxes on branch lines. Only a few women do track work and these are employed within a short distance of their home station. The only other jobs from which women are excluded on railways are those considered too dangerous, too heavy or too skilled.

Only about 300 women drive buses in Great Britain and most of these drive the coach buses rather than double deckers. About 90% of all bus and street car conductors are women. Women are also employed in large numbers in the bus, underground and street car shops, at the stations, in the offices, as cleaners and in connection with lubrication and minor repairs. No women operate underground trains, and no women drive heavy commercial trucks, though they do drive heavy Army trucks and light commercial vehicles. They are also employed to a considerable extent as motor mechanics and for service work.

No women are employed as commercial pilots, though about 100 women pilots ferry planes from factories to air fields including fighters and bombers of all types. Many women are employed as airplane mechanics working on engines, instruments and air frames; many are also employed in ground service and in offices. Women of the W.A.A.F.S. are also used in a long list of jobs at bomber stations. There they serve as meteorologists, in control towers, ground crews and in many other responsible capacities.

Women in so-called "men's jobs" are everywhere employed on a temporary basis. The average work week is about 56 hours including overtime, though some work longer. Women are paid on the principle of "equal pay for the job" laid down by the Industrial Court in a case involving bus conductors, at the beginning of the war. The terms of their employment, including the types of work which they may do, are usually set forth in agreements between the employers and the unions concerned.

Though many new and some difficult problems have arisen in connection with employment of women in men's jobs, a solution has always been found and on the whole it is conceded that women have done excellent work. In fact the war could not be won without them.

(A copy of the complete report on Employment of Women in Transportation in Great Britain will be sent on request)

March 19, 1943
Morning Session

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IV. State Laws and How They Affect Women in Transportation

Mrs. Clara M. Beyer
Division of Labor Standards
Department of Labor

The transportation industry is familiar with the operation of labor laws. Various Federal statutes applying to both men and women have been in effect in this industry for years. It has also operated under State laws of general scope, and special application to women as well as to employees in the office and service trades. The problem now is to adjust the application of legislation to the women who will be employed for the first time in many of the mechanical and operating branches of the industry.

The standards embodied in State labor legislation are those that are generally accepted as good practice by the vast majority of employers. The 8-hour day, the 48-hour week, one day of rest in seven, regular meal periods, and proper sanitation are all measures contributing to efficient production.

While most of the States permit relaxation from their labor laws for limited periods upon application to the labor commissioner, these relaxations should be requested only for real emergencies. The transportation industry would be wise to accept the basic legislative standards as their operating standards for new women employees. To organize shifts for women on a basis of longer hours and less favorable working conditions would only lead to difficulties. Experience has demonstrated again and again that the longer work week for women leads to fatigue, illness, absenteeism, and turnover.

The State and Federal labor departments will be very glad to cooperate with any branch of the transportation industry in dealing with the problems of employment of women.

At the request of the War Department, the Division of Labor Standards of the U. S. Department of Labor is now developing an advisory code on weight lifting and carrying which will be available to industry to guard against the accidents due to improper weight lifting. Other types of technical material which are being developed for industry in general will be applicable to sections of the transportation industry and may be obtained upon request.

V. Recommended Adjustments Where Women are Employed in Transportation

Miss Mary Anderson
Women's Bureau
Department of Labor

Women can readily step into most clerical and cleaning jobs, but many of the other jobs represent new work activities for women, and for the sake of promoting their health and efficiency certain standards need to be kept in mind, and some require adjustments.

When women work machines the parts should be fed or handled by conveyors, hoists, or other mechanical devices that will take heavy weights. It is vitally important to put all the necessary guards on machines and to use all possible mechanical safety devices. Small plant adjustments, such as raising platforms, lowering work-benches and scaling down the handles of tools are also helpful in facilitating the work that women do in the shops.

The fatigue is usually greater on night shifts, especially on the graveyard shift, and so physical examinations should determine which women are equal to this extra strain. It is important for all workers, but more so for night workers, to have hot food at the mid-shift meal. Shifts should not be rotated frequently, yet not at such long intervals that fatigue accumulates.

Regular meal hours, with a minimum of 30 minutes for lunch, are very important to the maintenance of health. Seats for women bus and street car drivers should be adjustable and the standards of good posture should be maintained with support for the small of the back, and the seats not too deep to rub under the knee.

Since many of the new jobs like those of motorman, train conductor, ticket agent and dispatcher require much standing, women who have previously been sales clerks, or waitresses are especially desirable. They are accustomed to being on their feet, to handling cash and to meeting the public.

On jobs which require women to work with oils or grinding lubricants, which might cause dermititis, they should be provided with protective cream to rub on hands and forearms. Adequate washroom facilities with plenty of soap and hot water, are also essential to prevent dermititis, while the work clothes worn on certain jobs need to be laundered often as a preventative measure. Types of work clothes should be adapted to the job, in accordance with safety and efficiency requirements. Sensible shoes, proper headwear, and no jewelry are basic rules for safe work clothes.

Last but by no means least, comes the question of wages. The Women's Bureau stands for a wage policy that fixes an established rate for a job, whether the job be done by a man or a woman. Often, however, the installation of a new lever or an electric button enables a woman to operate a heavy machine which formerly taxed the strength of an able-bodied man. The installation of such a labor-saving device should be chargeable not to women workers, but to capital improvements. How much better it would have been for the men formerly on the job had they also had the advantage of such labor saving devices.

VI. Recruiting and Selecting Women for Transportation Jobs.

Mr. Glen Brockway
Bureau of Placement
War Manpower Commission

To promote the rapid and orderly induction of women into the labor market the War Manpower Commission has declared the following basic policy for recruitment and referral of women workers:

(a) Qualified women who are unemployed and who are registered in local offices of the United States Employment Service be referred to employment and training opportunities on a basis of equality with men, due regard being given to their qualifications for the available work, to the physical requirements of the occupations, and to working conditions;

(b) Women without children under 14 years of age be actively recruited for employment and training, but this principle shall not be construed to mean that women who are responsible for the care of young children and who desire work are to be deprived of an opportunity for training or employment;

(c) Special efforts to secure the employment of women with young children be deferred until all other sources of local labor supply have been exhausted, in order that established family life will not be unnecessarily disrupted;

(d) In those areas in which industrial concentration and lack of housing, transportation, and other community facilities compels the fullest utilization of every labor resource in the locality, every effort be made to utilize fully, women qualified and able to contribute to war production or essential civilian employment before workers are recruited from outside the locality;

(e) Adequate facilities be provided for the care of the children of working mothers, which facilities should be developed as approved community projects and not under the auspices of individual employers or employer groups;

(f) Every effort be made to recruit and refer women, including older women, for employment or training on the basis of their qualification for an occupation without discrimination because of race, national origin or creed.

Management and labor should cooperate to remove all barriers that militate against the employment of women. There should be a greater and wider study of jobs to encourage the fullest employment of women. The War Manpower Commission through the 1500 local U. S. Employment Service offices can offer the transportation industry direct help in recruiting and direction of women.

We must be cautious, however, about the all-out registration of women, for if jobs are not available in a community after registration, women are certain to become discouraged and confused. All-out registration should be applied as a last resort only. Intensive placement to fill known demands in shortage areas should be utilized to the fullest.

VII. Federal Aids to Training for Transportation Jobs

Mr. Philip S. Van Wyck
Bureau of Training
War Manpower Commission

Due to wartime requirements it is essential that the training process be speeded up. The volume of training is much greater now than in a period of peace. The trainees are also greener than usual. Because of these unusual conditions it is necessary to break down the jobs into simple tasks; to streamline-training methods; to improve the quality of supervision and to instruct the foreman upon whom the result of training depends on "breaking in" women in new jobs.

The training of new workers should be carefully planned and organized in order to meet the pressure of wartime needs. Planning and organizing does not necessitate setting up elaborate training schools and training programs. However, it is necessary to have in mind a time schedule, to decide when training is to be done, how it is to be done and who is to do it - and then do it.

Before making these decisions a plant survey should be made to determine needs for training, available training personnel and facilities, either in the shop, in other shops or in the community schools and colleges. Plans could and should be improved upon as training progresses.

Your attention is especially called to some of the Federal aids to training which are available for the transportation industry. The Federal Government, recognizing the need for expert training advice, has established a corps of training specialists to assist industry with its training problems. These representatives are available for consultation throughout the country. They aid in appraising training needs and in organizing training programs. The Government has provided supervisory training for employed workers under the Job Instructor Training Program. This gives the supervisor practice in breaking in new employees on new jobs. The Job Methods Training Program shows the supervisor how to simplify and improve methods of doing a job, while the Job Relations Training Program gives the supervisor points and practice in how to work with people in a way that gains cooperation and promotes teamwork.

Under the Apprentice Training Service, assistance is given in improving or inaugurating apprenticeship programs, and advisory assistance is provided to prepare employees for advanced work in a limited number of particular skills.

The various public vocational school systems offer free facilities for vocational training through funds provided by the United States Office of Education. The kinds of courses offered are determined by local war needs, and these courses are available to the transportation industry.

Funds are also provided by the Government to permit colleges and universities to offer free training of college grade in engineering and scientific fields and for managerial positions under the Engineering, Science and Management War Training Program. In all these programs the Federal Government aids considerably in meeting the costs of instruction and materials, but not in the payment of the trainees.

Either the Bureau of Training of the War Manpower Commission or the Division of Transport Personnel, Office of Defense Transportation, may be consulted with regard to practical steps for inaugurating a training program.

VIII. The Reaction of Women to Training

Miss Cornelia Edge
Office of Defense Transportation

In the labor market today, we do not think in terms of men and women but in terms of workers, enough workers to do the job of winning the war. Since Pearl Harbor, serious manpower shortages have forced many industries to employ women, some to replace men called into service, some to extend the total number of persons in their employ.

It was seen from the discussion yesterday that many employers in the transportation industries have already added great numbers of women to their forces and have made the necessary physical and psychological adjustments. Mr. McMillen of the American Air Lines, representing a young industry, told how his company had always considered women as a part of its labor force and how a high percent of women had been added since war was declared. For the air lines, training of women presents no problem, as no adjustment in their thinking or in their equipment is necessary.

Mr. Beyer warned employers not to wait until they have a labor problem or a drastic labor shortage before they make up their minds to employ women. There is not then time for training and working out the necessary adjustments before women are thrown into jobs - often to fail.

The demand for womanpower will increase in proportion to the demand for men in the armed forces, in essential jobs and in production of war materials.

Because the nature of many of the essential jobs is new to women, training is necessary either on the job or in training schools or in both. The urgent need for workers and evident lack of time often preclude giving a thorough all-around training course such as that for mechanics, This makes it necessary to dilute or break down the job so that a woman is taught one simple operation at a time. Then, when time and circumstances permit, she may be given additional job training which will enable her to perform more difficult tasks as she already has a background of experience in a given environment.

The methods of instruction for women, in most cases, are identical with those of men. Yesterday, Mr. McMillen said, "We got into the same messes training men as we did in training women." However, the initial attitude and aptitude of a woman trainee differ from those of men. The employer or the foreman quite often looks at a woman trainee in a different light.

In most instances, it is necessary to give the women more preliminary training than is given to men because most women are not accustomed to shop atmosphere, moving machinery, use of tools, safety devices and safety garments. Many housewives have individual working habits and they are often thrown into groups, or into unfamiliar settings with unaccustomed schedules to meet. Another factor which may retard training of women is crowded classes or crowded work places. Too little to do also disturbs many women. Most women want to know why certain operations are done certain ways. Why the bus schedule should be met at 6:52 instead of 6:56. Could lateness in meeting a schedule be attributed to the fact that women are unduly cautious and conservative in the operation of buses or street cars? Should increased confidence be built up to overcome this difficulty? Women like to have a motive, an incentive, an inspiration for their work.

Adjustments to training and to the job are necessary. Most women, some of whom have been housewives, must make adjustments to a new situation, an unaccustomed atmosphere, strange noises, odors, etc., while men are merely continuing their previous or similar work. However, women are adapting themselves to new work much more quickly today than they did a year ago. Instructors and employers and men workers are also adapting themselves to women workers.

After women have learned a new job, they become enthusiastic about the work; they are conscientious and frequently become so proficient that they set the pace for other workers. Someone suggested yesterday that the first women in a shop, warehouse or bus should be the best that can be found so that they will "set the pace" for those women who follow. All women should not be put in the same category. Selection and placement of women with little regard to qualifications, past experience, training, likes and dislikes, often proves to be a boomerang. Simple repetitive routine jobs tire women with creative minds. Training is not a great problem if women are properly selected for the job and if the training methods are right. That goes for men, too.

March 19, 1943
Afternoon Session

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IX. Labor Agreements and the Employment of Women

Mr. T. C. Cashen
Railway Labor Executives' Association

Sometime ago the Railway Labor Executives' Committee appointed delegates to meet with representatives of management and of the Office of Defense Transportation for a discussion of manpower problems. Among other subjects, consideration was given to employment of women on railroads to fill the places vacated by men called up for military service. We shall consider this matter again with a view to working out a satisfactory arrangement.

There are a number of positions in railroad service that women can fill. There are also many for which they are not suited. During the last war women occupied positions on railroads that we never dreamed they could fill. In this war they seem to be going far beyond what they did in the last war.

Representatives of the carmen, machinists and others are here to tell you about the use of women in their particular fields. But I can tell you that women are not adaptable to the job of switchman. There is only one place where you can teach a switchman to switch cars. That is out on the cinders, out in the yards where they do the real job, and it is one of the most hazardous positions in the entire railroad service.

In the last war there were terrific casualties due to the inexperience of switchmen. Indeed it was much safer on the battle front than it was on the switching front. So I am saying to you, don't put women in the switching service.

To be sure, one American railroad has employed a number of women for various jobs; one of which is switch tender. But that is the exception to the rule. Today switch tenders' positions are generally held by men old in the service, often by men who have been crippled. And there is no particular advantage in putting a girl or a woman on a set of switches, to relieve a man who has one arm or leg.

A number of reports have been made at this conference, indicating the great number of jobs that women can do. This is true to a certain extent. There are many positions on the railroads which women can and do fill with advantage, and they are needed. But the jobs of switchman or switch tender are not the kind for women. And I hope I shall never see the day they do it.

Mr. Fred Tobin
International Brotherhood of Teamsters

Yesterday a letter was received from our office which clearly explains the position of the International Brotherhood of Teamsters. The letter reads in part as follows:

> "Because of the emergency confronting our country and the shortage of labor in many of the branches of our trade, each local union shall be empowered to admit females to membership if they so desire, with the distinct understanding that the rate of wages paid men shall be maintained; that the dues shall be held to a minimum; that the initiation fee shall be as moderate as possible; and that each applicant shall be requested to sign a statement agreeing to the fact that the local can withdraw their membership whenever in their judgment the emergency ceases."

We are distinctly opposed to women engaging in some branches of our employment, such as the hauling of coal and building material, heavy over-the-road trucking, and several other branches. Therefore we leave the decision as to the admission of females into membership to the local union itself and not to the Joint Council. If, however, the local union discriminates and is biased or unnecessarily unfair in the question of the admission of women into membership, then the International Union interferes and instructs the local union what it must do.

The General Executive Board recommends that female members shall not be subjected to medical examinations as a requirement for membership and that they shall not be entitled to sick or death benefits, or any other benefits with the local union except those pertaining to wages, hours, and working conditions contained in the regular union contract covering male members.

Summing up the entire action of the General Executive Board, it has decided that females can be admitted to membership; that the local unions shall decide whether women are to be admitted to membership within the jurisdiction of the local union. The General Executive Board decides in which branches of our employment women workers shall be admitted. The International Union is empowered to order the local union to comply with the decisions of the Board where there is an indication of prejudice or unfairness towards women workers and where they are needed because of the shortage of men.

The General Executive Board has further decided that initiation fees and dues shall be kept as low as possible and that women workers shall surrender their membership without protest upon the expiration of the existing emergency. The question of when the emergency has ended is to be decided first by the local union and then by the International Union. The General Executive Board has further decided that in a district where it is proved conclusively that capable male help can be provided, no female shall be admitted to membership in the local union. The reason for this decision is that there are many instances where employers would like to hire women workers to the disadvantage of male workers, in order eventually to bring down the cost of operation. The General Executive Board has also designated certain branches of trucking in which women workers should not be permitted to engage.

Mr. Felix Knight
Railway Employes' Department, A.F.ofL.

The Railway Employes' Department speaks for all of the skilled trades, their helpers, apprentices, and employees of the mechanical department of the railroads throughout the country. I, therefore, speak with some authority. There are a great many positions that could be filled by women with credit to themselves, but there are many jobs that they cannot fill. Work in the mechanical department on the railroads of this country is not new work. It is maintenance work and involves dismantling and tearing down, rebuilding and repairing equipment that has often been in service for a long time.

Many women lack natural mechanical inclinations as compared with the natural or acquired mechanical inclinations of men. If women are now taken into the transportation industry, however, they will in two or three generations acquire more of that natural mechanical skill. Even now American women will far surpass the productivity of European women when they have been in mechanical work as long as European women have.

But American women should not be called upon to do heavy, dirty work such as rebuilding and repairing cars when it requires work out of doors in zero weather.

The mechanical department is very proud of the part it has played in making the American transportation system the most efficient in the world. Proper training of new women workers is therefore very important, otherwise efficiency will be reduced, and we do not want that. But we do not approve of women entering as apprentices for a four year training period.

The women who come into the mechanical department of railroads have the advantage of our agreements to the same extent as the men. They get the same pay as the men for doing the same work. They have the same seniority status as men now in the service or men who may enter the service hereafter. We shall need neither men nor women as railroad mechanics, however, unless the railroads are able to obtain the necessary material to maintain the efficiency of their equipment.

What I have said is not to be construed as meaning that we are averse to having women in the railroad service, or that we do not like them. On the contrary we are only trying to protect them from the very heavy work that women have been doing for generations in Europe.

Mr. Martin Miller
Brotherhood of Railroad Trainmen

Women cannot work in all phases of train service. As a matter of fact, it is questionable whether they really fit in any part of the train service. However, some of the railroads have seen fit to employ a few of them. Certainly women should not serve as brakemen on a freight train. There are numerous reasons for this. One prime reason is the limitation on weight lifting. It is often necessary to carry draw heads weighing 90 pounds or chains weighing 100 to 150 pounds, sometimes the full length of the train, and trains are now-a-days very long. Often the right-of-way is not level, and then too brakemen are required to set brakes going down inclines in the yard. Even a physically strong women could not stand the rigors of setting the ordinary hand brake. If a brake jumps it creates a terrific strain, and often workmen are killed in this way.

The Brotherhood of Railroad Trainmen will not stand in the way of progress or do anything to prevent this nation from winning the war. Regardless of past and present prejudices each and every one of us as Americans should put all selfish interests aside, including profits as usual, business as usual, contracts as usual, to win this war quickly. If we don't win, what matters?

The Brotherhood of Railroad Trainmen has rendered and will continue to render all possible cooperation for the full and complete prosecution of the war. Our position was first evidenced by the no-strike pledge. This will continue with the hope that victory over our enemies may be achieved.

The following statement will indicate the position of the Brotherhood of Railroad Trainmen, relative to womanpower in transportation:

> "If all manpower resources are utilized to the fullest extent and there is further need of employment in transportation, we will concur in the employment of women. However, we believe it to be to the best interest of the nation, particularly to transportation, that all available manpower be utilized before the employment of women. We can see no reason why the transportation companies should not relax the employment qualifications of men as the first step in the full utilization of all available manpower. Age limits should be raised and can reasonably be raised to 60 and 65 years in the acceptance of experienced train service employees. Along with raising the age limits should go relaxation of some of the strict physical requirements.
>
> "If it should become necessary to employ women in train service on the railroads, they should be considered as temporary employees. The seniority rules must remain intact, and women so employed must be paid the same wages and be permitted to work under the same conditions as male employees."

The agreement between the Brotherhood Committee and the Pennsylvania Railroad and the Baltimore and Eastern Railroad Companies states that females who are taken into service during the emergency shall be temporary employees and shall acquire and may exercise seniority with respect to other females, but shall only retain such seniority during the period of the present National Emergency. This agreement also provides that:

> "Females employed under the terms of this Agreement shall be assigned to the extra list and shall rotate thereon with and in the same manner as male employees assigned to such extra list. When a female on the extra list stands first out, she shall be considered available and used in the assignments for which qualified as agreed upon under the terms of Paragraph 3 of this Agreement."

I believe that we have taken the necessary steps to insure employment of females in train service; but I do not think it is in the best interests of the country to employ females permanently in railroad positions which they have not heretofore occupied.

We should do everything we can to meet the emergency of war and relent and sacrifice when necessary. But whether women are a success in transportation also depends upon the attitude of management.

Mr. Joseph J. Kehoe
Amalgamated Street & Electric Railway
Employees Association

As far as the Amalgamated Street & Electric Railway Employees Association is concerned, women are welcome in the organization; their seniority rights start as of the day they enter the employment and they are entirely welcome to continue as long as they wish to hold their membership in the organization. They have the same rights and benefits that men have. The policy outlined by the International permits women to full membership and seniority rights.

A number of women in small cities of the country belong to our organization but there are only a few female members in larger cities. As far as the girls are concerned, if they can stand the street car business, we want them.

Mr. J. G. Bigelow
Amalgamated Street & Electric Railway
Employees Association, Local 689
Washington, D. C.

There is a real need for women in local transit in Washington. The local union and all its members welcome women into men's work. Employment of women has a good influence upon male workers.

Mr. Harry Sachur
Transport Workers Union of America

There seems to be more enthusiasm on the part of management for the employment of women during war time, than there has been on the part of labor. The explanation for this difference is that in some instances management foresees the possibility of lowering standards through the employment of women, whereas the labor unions dread this and are cautious about introducing women unless guarantees are provided that they will be given equality throughout the industry.

Labor has no deep-seated prejudice against the employment of women, but we do object to lowering of standards as the result of the employment of women. I think it is necessary to give women hope of continued employment after the war because there will be many skilled jobs for which they will be needed in the post-war period.

All rights possessed by men should be accorded to women, both in the constitution of our labor organizations and in contracts entered into between management and labor. Outstanding among these rights is equal pay for equal work, without lengthy discussions as to what constitutes equal work. The principle should be observed in spirit as well as in letter.

The employment of women, if it is to have any meaning, must be predicated not upon necessities, but upon the democratic principle that women and men have an equal right to work. In a democracy negro men and negro women have the same right to work as white men and white women.

Safety and sanitary measures such as toilet facilities, rest rooms, and other amenities that men and women ought to have should also be considered. Adequate facilities, such as day nurseries and other measures for child care, should also be provided so that married women with families will be enabled to fulfill their duties on the job as well as in the home.

We have a war to win and I think that full extension of the rights of equality and democracy to the millions and millions of Americans will create an Army which will help to bring us victory in 1943.

Mr. J. L. McFarland
Air Line Mechanics' Association

Six months after Pearl Harbor, the air transportation industry started to employ women. The union had many barriers which had to be disposed of. Immediately steps were taken to amend the constitution and by-laws to permit full membership to women. Under existing contracts, women and men draw equal pay for equal work. Women have full seniority rights along with the men. No fence has been built or will be built around the women. Contracts provide that all of the members who volunteer for military service or who are drafted, will continue their seniority during the entire time that they are in the armed services. The same arrangements would apply to women.

In air transportation, there are many jobs that women can do and do well. We are continuously training women for these positions. Prior to assignment of women to jobs on some air lines, it is required that they be given four to eight weeks of instruction on the fundamentals of the work they are to do. While in training, they are paid union wages by the management.

Women are very adaptable to the work in the instrument department because the parts of instruments are small. It is tedious work and they do a better job than men because they do not mind monotony. In both the electrical and radio departments, women are doing a fine job. Women can also be trained for work on airplane engines, for airplane overhaul, for sheet-metal work, and for stock room and tool room work. They are also good at welding. Today all the turret lathe operators are now women in one of the largest airlines in the United States.

As yet only five women have been licensed as aviation mechanics, but it is anticipated that there will be more in the near future in the United States. The union has established short training courses for both men and women at no cost to the company or to the Government. Jobs have also been broken down to encourage the employment of women. Male workers who are trained in all the phases of work are released for more highly skilled jobs. More supervision is necessary since a large number of new women workers have been employed.

At first many difficulties arose but they were met through consideration and discussion by the union. Rest rooms and rest periods were secured as the result of our discussions with management. Hot meals were arranged for on the night shift. The amount of weight that women could lift has been limited by contract. Agreement was reached on jobs assigned to the women. It was found, however, that there are very few jobs in our industry which women cannot perform.

More applicants from women than from men for the apprenticeship training are recorded each day. This indicates that women intend to stay in this industry after the war is over. Women will be protected in so far as their seniority and wages are concerned. Committees have been appointed whose responsibility it is to see that the rest rooms are properly cleaned, and properly supplied. A committee was established to check up on the matrons who look after the welfare of women workers. The safety committee is responsible for the safety of women, not only in their work, but also in their transportation to and from jobs particularly during the night hours. There are very few problems connected with employment and assignment of women in the air transportation industry that cannot be solved. Women are welcome - they make good workmen and good union members.

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Mr. Joseph Besch
International Association of Machinists

For thirty-eight years, the International Association of Machinists has admitted women to membership in its organization. In fact, seven years ago, the word "female" was striken out of the constitution. There is no differentiation between men and women today. All members of our organization have the same rights and privileges. Thousands of women who operate machines or do line production jobs are members of our organization, though the records show that they are not all-round mechanics.

Admission of women into railroad shops will not solve our main war problem, however. The great need is materials with which to maintain railroad equipment and keep it in good condition.

Mr. Winfield Shannon
Air Line Pilots Association

The only place which women have filled, in the flight personnel, is that of stewardess. In the actual operation of air-liners, the problem connected with employing women is not what we think about it, but what the public thinks. The public will not yet accept women as pilots and co-pilots.

Years ago the Aeronautical Association at the request of the Air Line Pilots Association, made a detailed study of the necessary qualifications for pilots. As a result of this study they recommended to the authority responsible for civil aviation that no women should be employed in the cockpit of airline planes.

Largely because air line pilots cannot be replaced by women special consideration is given to requests for deferment of men in this classification.

Miss Elizabeth Christman
National Women's Trade Union League of America

We may as well face a little more graciously and realistically the fact that more and more women will be called into jobs which they have never done before. Perhaps we should do some missionary work among the Railroad Brotherhoods in order to change their uncompromising attitude against women coming into that field of work.

The clause just read by the representative of the Brotherhood of Railroad Trainmen and bearing on the admission of women into the Union and which is to be incorporated into the Union contracts is one of the finest pieces of sex discrimination that I have heard in a long time. Surely that provision is not in harmony with Trade Union principles, and what he and I as Trade Unionists have been taught to believe, and have worked for. I want to call attention to the fact that some employers discriminate against women by paying them a wage below that paid to men. Are the Trade Union men now going to join some of these employers in discriminating against women by refusing them equality of membership. To me, as a life-long Trade Unionist, such an attitude does not make sense. I appeal to you for cooperation. Let us see to it that all Trade Unionists, whether men or women, stand together and practice the principles for which our movement stands.

Miss Olive Dennis
Baltimore and Ohio Railroad

I am much concerned, for it looks as if the capabilities of women are being disparaged by some of the speakers during this conference. As a matter of fact, women have something unique to contribute to transportation. The Baltimore & Ohio has had a long and satisfactory experience with the employment of women in a wide variety of jobs.

There are many jobs in the railroad service that women can do as well as men, many that they can do better. For instance, women cleaners do a neater job than most men cleaners do in cars, offices and railway stations.

Women should be given consideration in terms of filling a job in the post-war period as well as the present. They should be made to feel that they may be needed after the war just as they are needed during this emergency. Recruitment of women might be much easier if they felt that as soon as hostilities cease they would not be displaced. They should be considered, as men are, on the basis of their skills, aptitudes, and ability to do the job.

The B. & O. has found that women make very satisfactory workers; they are reliable and conscientious, willing to work, and many of them need the work.

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October 6, 1942

To: Mr. Otto Beyer, Director
Division of Transport Personnel
Office of Defense Transportation

From: Mary Anderson, Director
Women's Bureau

From our conversation the other day, I thought perhaps you had not seen our report on transportation occupations for women in Great Britain. We sent this up to Miss Sells. I think this information is up to date and is what we have been getting from England in the last two months.

I am also attaching a clipping from last night's Star. It looks like we are beginning to do something, too.

If there is anything that you feel we can help you with, we will be very glad to do so, and I shall keep in mind, if anyone comes from England, to see that you will be able to talk to them.

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August 17, 1942

To: Mr. Otto S. Beyer, Director
Division of Transportation Personnel

From: Mary Anderson

Re: Standards for Employment of Women in Transportation

In accordance with your request of July 31, we have prepared the attached memorandum covering the employment of women in the transportation industry, after consultation with Miss Sells and Mrs. Church of your office.

The memorandum outlines the basic standards which are recommended as a guide for the employment of women in various types of work in the transportation industry. In order to determine whether certain specific jobs not normally performed by women would be suitable for them, it would be necessary to make an occupational analysis, which could only be done through a field study. However, we have included in the memorandum a detailed list of the transportation jobs in which women are now engaged in in Great Britain, as this illustrates the types of work which women can perform successfully.

With respect to State legislation covering conditions of work for women in the transportation industry, a preliminary survey shows that there may be a conflict between certain State laws for women and Federal regulations and State laws governing interstate carriers. As the Women's Bureau receives frequent requests for this information, particularly with respect to women in service industries employed by interstate railroads, we have asked the Solicitor's Office to analyze existing State and Federal legislation including I.C.C. regulations, and to prepare a digest of this information, including the relation of Federal regulations to existing State statutes. This work will take several weeks, and we will send you a copy of the information when it is completed.

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U. S. DEPARTMENT OF LABOR
WOMEN'S BUREAU
Washington

August 14, 1942

EMPLOYMENT OF WOMEN IN THE TRANSPORTATION INDUSTRY

A. TRANSPORTATION OCCUPATIONS IN WHICH WOMEN ARE ENGAGED IN GREAT BRITAIN

In March, 1942 it was reported that over 100,000 women were at work in land transportation in Great Britain, many of them on jobs formerly done by men only. The number is probably much larger now. Information about specific jobs of women is, however, extremely fragmentary, and serves only as a general indication of some of the things they are doing. Instances are singled out for mention in available publications because they are unusual for women or because they are in work familiar to the public, so that it has not been possible to obtain a comprehensive, well-rounded picture. In railroad work, for example, there are nearly 200 grades of work. Women undoubtedly perform a great many more of them than are listed in the following pages.

Information presented in this section is focussed on the occupations directly related to the industry. Clerical and sales occupations in transportation offices, professional and semiprofessional work, services such as cleaning of workshops, offices and buildings, or cooking for employees, are mentioned only incidentally, if at all. Many more workshop operations in transportation agencies are doubtless performed by women than are listed here, since we know women do similar work in factories and machine shops.

The use of women in transportation jobs during the war emergency was accepted by the unions in Great Britain on the basis of agreements made with employers' associations. These provide in most cases that women are to receive the rate for the job. This is less likely to be true of fields in which women were engaged formerly, such as railroad clerical work, but it applies to work in railroad operation, railroad-shop activities and bus transportation.

Careful recruitment and definite training for women have proved wise policies. In bus transportation selection methods and special training programs have been worked out. The railroads, which consistently support training courses for employees, have endeavored to give the new women recruits the necessary instruction. In motor-truck transportation women must not only be competent drivers but must learn how to care for the engine and make minor repairs.

I. Railroad Occupations.

a. General

According to recent figures, of the 638,222 persons on the staff of the railways and the London Passenger Transport Board, 82,050 were women.

Agreements concluded between the National Union of Railwaymen and the companies provided that women on men's jobs should receive the full male rate after a three months' probationary period, both in the traffic grades and in shop work. There is no variation from this in traffic jobs, but in shop work adjustments may be made if, after that time, a woman is not fully qualified to do the job. The 750 women carriage cleaners already employed before the war are also to be paid at the male rate, with the understanding that when they return to the restricted cleaning work after the war they are to go back to the women's rates. The union accepts women as members. Of a total membership of 376,355 about 74,500 are women, over 24,000 of them newly employed in the past year.

Typical of the policy of the railroads in introducing women into men's jobs is the following statement made at the annual meeting of the London, Midland and Scottish Railway Company early in 1941:

> "In order that they may become efficient without delay, arrangements have been made for special courses of instruction as soon after engagement as may be practicable. A suitable syllabus has been prepared for this purpose, which will be supplemented by films."

Special consideration has been given to various factors essential for efficient work on the part of women employees. The railroads appointed additional welfare supervisors as women were hired in numbers, and took care to provide rest rooms, changing rooms, and washing and toilet facilities.

Most railroad jobs require special work clothing either for protection or to identify the employees. That women feel clothing suited to the work is necessary is indicated by the discussion of protective clothing at a meeting of women workers last winter. Complaints were made because the two uniforms issued, consisting of coat and trousers, were of a thin and very inferior type of blue jean. They felt these were of a type inadequate for going out on vans and motors, roping in the container yard and working as checkers on the wharfside.

b. Occupations in which women are employed:

Work performed by women on railroad transportation includes the following:

Announcers. Women who formerly worked as clerks are trained as train announcers. They call the trains and stations, using the microphone, and answer questions.

Billposters.

Boiler attendants.

Carriage cleaners. Women do cleaning and oiling and polish windows.

Cooks.

Dining car attendants.

Creasers.

Engine cleaners and wipers.

Horse attendants.

Information clerks.

Laborers. Women creosote blocks on the railroad tracks and clear ice from the switches. On a line employing 10,000 women there are 100 women platelayers and permanent way laborers oiling and cleaning the points. 1/

1/ These jobs are apparently similar to certain operations performed by "Raillayer" or "Trackman" in the United States, a laborer who "tears up work rails and rotted ties, and lays new ones; cleans switches and lubricates switch points with grease. May inspect track and tighten loose bolts and units at joints between rail sections. May shovel up fallen material and clear away brush along tracks." (Dictionary of Occupational Titles.)

Motor attendants.

Moulders. At concrete depots women fill up the moulds for new concrete sleepers.

Painters, laborers. Women paint stations and bridges; they remove rust from bridge girders and put on protective paint. They also paint rolling stock.

Passenger guard: Women have been used in this grade for some time now.

Policewomen.

Signal and telegraph linesmen. Some women assist installers, wiremen, and fixers; others help linesmen on maintenance work.

Signalmen. Women have replaced men in the operation of signal boxes. Special training is necessary for this work.

Station porters. Women drive barrows in goods yards. Women freight porters handle miscellaneous l.c.l. freight, weighing up to about 75 lbs. per piece. Women work also as passenger baggage porters. On the mail-bag gangs there are three women to two men working on three shifts. They dispatch and receive mail, newspapers and parcels, loading parcels on to the trains and vans, using large four-wheeled hand trucks.

Ticket collectors; ticket punchers.

Workshop operatives. Women service forges, lathes, radial drills and other machines; they test the accuracy of spare parts on precision machines. In one railway shop a 23-year old woman drives an 8-ton drop stamping hammer and drives the 10-ton mobile Diesel electric crane used for lifting blocks on and off the hammers. Before this she was driving a 4-wheel tractor and doing the loading and unloading herself.

In the railway workshops of one of the four major companies women operate Ross Rigby hammers (6-30 cwt.), drop stamping (5-15 cwt.) and electric pneumatic (10, 15 and 20 cwt.) Women in this shop are engaged on repair work as well as new consturction. Their work includes light and medium forging, general and smithy forging and general railway work. Among other things they weld break shafts and spring buckles and drop-forge items ranging from small washers to draw-bar hooks.

Van Drivers. One woman, for example, was employed to look after roadside timetables; she drives about 60 miles each day, carrying a stock of new timetables, glass and frames.

Waiting-room attendants.

Waitresses.

Welders. Women work with electric welding machines and acetylene cutters. A recent photograph showed a woman doing electric welding in a signal shop.

Welfare supervisors. To look after the interests of the new women employees additional welfare supervisors have been appointed.

II. Bus, streetcar and subway occupations.

A report of last spring stated that 6,670 women were working as conductors on buses in London alone. Thousands more had jobs in the barns and garages, and as early as March, 1941 over 10,000 women were replacing men in the subways. They were reported to be doing all types of work except driving the trains. Work performed by women in these fields includes:

Booking clerks on subways.

Cleaning and servicing vehicles in bus and streetcar maintenance departments.

Conductors on buses and trams. The efficiency with which the thousands of British women bus conductors (6,670 in London alone) carry out their duties is undoubtedly due in some measure to the careful selection and training practices.

Requirements for applications for work in London include age between 21 and 35 years, height between 5 ft. 3 in. and 5 ft. 10 in., and maximum weight 154 lbs. Saleswomen and waitresses have been found especially desirable for this work because they have experience in meeting the public, in handling cash, and in being on their feet.

Each acceptable applicant is interviewed and given a medical examination before being allocated to the job. Clothing provided consists of hat, tunic and slacks.

Training includes 3 to 6 days in the classroom learning the ticket system and how to make out records. This is followed by 7 to 11 days of road training under an experienced conductor, with a return to the training center for examination. During the first three months employment is considered probationary and follow-ups are made.

Wages are the same as men's after 6 months of service at not less than 90 percent of the men's rate. This principle was established by an Industrial Court award in April, 1940.

Drivers on buses and trams. In some areas women are driving single decker buses after a 6 months' training period. They also drive the London trolley buses in the garages and from one depot to another. Rates of pay for women drivers are to be not less than 90 percent of the male rate for women entering the service for the first six months, and then the full rate; for women, promoted to driving after 6 months' experience in work as conductors or in the shed staff the full male rate is to be paid at once.

The Transport and General Workers Union is raising no objection to hiring women as drivers provided they are paid the rate for the job.

Mechanics and greasers in bus, streetcar, and subway maintenance departments.

Passenger porters on subways. Over 600 uniformed women are employed in London tube stations to announce the stations, close the doors, give the motorman the signal to start, and supply information on changes of trains necessary.

Ticket-box clerks. These clerks prepare the boxes for the bus conductors.

III. Motor truck transportation occupations.

Reports of women in motor truck occupations refer to their work as drivers of all types of commercial vehicles by day or night. Women participate in non-commercial motor transport in their capacity as members of the women's auxiliaries of the army, navy and air force. Those in the Auxiliary Territorial Service drive three-ton, six-wheeler trucks in convoys to ports for shipment abroad. These women must not only be expert drivers but know how to make minor repairs and adjustments to the engine.

Work in truck repair and maintenance departments requires numbers of women. Early in the spring the Post Office, for example, began to recruit women to replace men in the motor transport workshops. Two groups of jobs were offered: (1) Cleaning, lubricating and minor repairs; (2) Mechanic's work, as relining brakes and decarbonizing engines. Training periods were to be three months and six months respectively.

The impossibility of regular replacement of vehicles during wartime led one large trucking firm to set up a reconditioning factory. It employs about 150 women, who are 90 percent of the work force. The women take down the chassis, clean and examine each component, retain, discard or machine each item and then reassemble and rebuild the vehicle. The work has thus been put on a mass-production basis rather than requiring a skilled machanic to diagnose trouble or to do a complete overhauling.

Another transport job reported as done by women is that of drayman. Women roll the barrels from a brewery to delivery trucks.

IV. Water transport occupations.

Among the most highly specialized types of transport work undertaken by women are jobs in water transport. Women perform duties on barges and canals, and assist in the unloading of ships. Women also work as checkers on a wharfside belonging to a railway.

V. Air transportation occupations.

Women in the Air Transport Auxiliary, an organization started by the Air Ministry under the British Airways Corporation, are employed in ferrying planes from the factories to aerdromes. Some of them pilot the taxi planes, which pick up the ferry pilots who have completed a job. Most of the work now done by women in aviation, however, is in connection with the Women's Auxiliary Air Force. The 54 ground occupations which these women perform include the following:

Cleaning women.

Clerk.

Cook.

Electrician. For inspection, maintenance and testing of all R.A.F. electrical equipment exclusive of wireless and instrument apparatus.

Fabric worker for repairing the fabric in airplanes.

Flight mechanic. (airframe) For maintenance and minor routine inspection of airframe--what we call a structural mechanic.

Flight mechanic. (engine) For maintenance, inspection, starting, running up and testing all types of internal combustion engines installed in aircraft, including going aloft to check.

Instrument mechanic; instrument repairer.

Meteorologist. Preparation for this work includes training in reading many types of instruments, plotting weather maps, making balloon observations, and issuing forecasts for the guidance of pilots.

Motor transport drivers.

Motor transport mechanic.

Parachute packers. Women inspect, maintain, fold and pack parachutes.

Spark plug tester.

Technicians in the selection of R.A.F. pilots. Tests are made with apparatus that indicates the recruit's reaction to various stimuli, all recording his power of concentration and coordination of hand, eye and mind. Four W.A.A.F. technicians work under the direction of psychologically trained medical officers.

Teleprinter operator.

Waitresses.

Wireless operator.

A photograph of women laying drainage pipes for an airport indicates that women are performing heavy labor in connection with air transport.

B. STANDARDS FOR THE EMPLOYMENT OF WOMEN.

Shortages in available labor in the critical days ahead undoubtedly will result in a vast increase in the employment of women in the transportation industry. That women can successfully perform difficult and highly specialized transportation jobs is shown by recent experience in Great Britain, as outlined on the preceding pages. In the United States, women were employed in many fields of transportation in the first World War, and in the present emergency reports are constantly being received of their increasing employment at occupations customarily performed by men.

It is generally recognized that the most effective use of women demands that attention be paid to the working conditions under which they are employed. In order to maintain the efficiency of the individual worker over an extended period of time, proper safeguards for health and safety are essential. The Women's Bureau, on the basis of its continuous experience in studying and promoting the employment of women from the first World War to the present time, has outlined certain basic standards which are recommended as a guide for the employment of women in the various types of work in the transportation industry.

I. Minimum standards recommended for the employment of women in all occupations.

A. Hours.

1. The basic work schedule should not exceed 8 hours a day and 40 hours a week. (Spec. Bul. 1)
   Wherever overtime is necessary, a maximum workweek of 48 hours should be observed wherever possible (Secretary's statement, Jan. 27)

2. At least one and one half, and preferably two, days of rest should be allowed in every seven days. (Spec. Bul. 1)

3. Night work for women should be permitted only where absolutely necessary. In such case, effort should be made to ascertain whether the individual workers is physically able to adjust to night work. All possible measures should be taken by both management and workers to lessen the fatigue caused by night work. Shifts should be rotated not too frequently but not at intervals so long as to develop fatigue. (Spec. Bul. 6)

4. Where a woman is employed on a split shift, the length of the over-all shift should not exceed 12 hours.

B. Wages.

1. Minimum wage rates established under State and Federal laws should be complied with. (Special Bulletin 1)

2. Wage rates for women should be the same as for men, including the entrance rate. (Sec'ty. Statement of Policy, Jan. 27)

3. Overtime rates equal to at least time and one-half the worker's regular rate should be paid for all hours in excess of 40 a week. (Spec. Bul. 1)

C. Personnel policies.

1. Women should be trained for those jobs for which experience has shown women to be fitted, and also for other new jobs suited to their physique. (Spec. Bul. 1)

2. Training in the plant should be at the expense of the employer. Women trainees should be paid an hourly rate until they are ready to go into regular production work. (Spec. Bul. 1)

3. The appointment of a competent person as employment executive where women are employed, with responsibility for policies especially affecting women, is necessary. (Spec. Bul. 1)

4. Women should have the opportunity to participate in trade-union organization and collective bargaining. Employee representatives charged with the responsibility of maintaining or improving standards should include women among their members. (Spec. Bul. 1)

II. Working conditions standards recommended for the employment of women at specific types of work in the transportation industry.

A. Office employees.

1. A rest period of 10 to 15 minutes during the morning and again during the afternoon work spell should be allowed. (W. B. Special Bul. 5)

2. A meal period of at least 30 minutes is essential. Facilities should be available for a well-balanced lunch. (W.B. Spec. Bul. 5)

   The physical fatigue involved in the use of machines, at the speed which is required of office employees today, should not be underestimated. It has been calculated that to strike a key on an ordinary typewriter is equivalent to lifting one kilogramme by 15 mm.; and as it is estimated that a typist strikes the keys about 50,000 times a day, it is clear that the mechanical energy expended is equivalent to about 750 kilograms.

   Bookkeeping machines always require a considerable effort of the operator. If they belong to the "flat" type - that is if the carriage moves bit by bit across a larger board - the employee must take up a most uncomfortable position to make entries at the top of the sheet.

   On the other hand, when "carriage" machines have a special roller for holding the paper, this part of the appliance is always bulky, and therefore, heavy to manipulate. Many cases are quoted in which employees in mechanized offices have complained of excessive fatigue in the shoulders and back and sometimes even of stiffness and muscular pain necessitating one or more days' rest.

3. Effort should be made to eliminate noise and vibration from office machinery.

   The most frequent complaint made by employees in big offices is the physiological effect of the noise and vibration of the machines. This is a serious drawback, but it would appear to be among the simplest to overcome or diminish. Machines may be encased or placed on stands of rubber or porous material; where the floor, the walls and the ceilings have not been of a special composition, they can sometimes be covered with carpets, hangings, linoleum, etc., to reduce noise. In large offices screens can be placed, which, though leaving openings for the passage of persons, block the direct transmission of most of the noise.

4. Lighting installations should be scientifically designed to prevent eyestrain. (W. B. Bul. 193)

   A peculiar physiological characteristic of the work which office employees have to perform is eye-strain. This arises both out of the work itself, for the employee is constantly reading tiny symbols, and out of the location of offices, which are usually in the center of large towns where the daylight usually comes from windows giving on to narrow streets. Many office employees still do the bulk of their work by artificial light.

5. Sanitary facilities should be adequate in accordance with approved standards for industrial workers. (W. B. Spec. Bul. 4)

   a. At least 1 wash bowl for every 20 women.

   b. At least 1 toilet for every 15 women.

   c. Drinking fountains of approved angle jet type in accessible locations.

6. Facilities for first aid under supervision of trained person should be available.

7. Good posture seats should be provided for all office employees including ticket agents and ticket clerks and other passenger agents. (For requirements of good posture seating refer to page15, under Motor Vehicle Operation.)

B. Motor vehicle operation.

Special consideration should be given to the following health needs of drivers of motor vehicles:

(1) Need for good posture seats.

(2) Need for regular hours, regular meal periods, regular shifts.

(3) Need for adequate facilities for rest and food at terminals.

Special standards should include:

1. Seating in conformity with good posture requirements. Drivers' seats will require adjustment for women drivers and the standards of good posture seating should be considered in this adjustment. Good seating is particularly important to offset the effect of constant vibration and nerve strain. Seats should have the following qualifications: (1) The seat should be broad, slightly saddle shaped, not too deep. There should be no pressure on the blood vessels under the knees. (2) The back of the seat should support the lumbar region - the small of the back. (3) The seat should be adjustable to the individual driver.

   Seats should be provided for conductors as well as drivers.

2. Regularity of meal periods, of hours of work and of shifts is particularly necessary because of the nerve strain resulting from the operation of motor vehicles. Study of the health of drivers shows an excessive incidence of gastric disturbances. Regularity can offset this.

3. Women should be chosen for these occupations on the basis of physical examination. In general such examination will be the same as for male drivers. Special consideration should be given women who have a history of menstrual disorder.

C. Shop Work

The standards for transportation shop work should be in conformity with standards for other factories where women work. Briefly, these standards should include:

1. Prevention of accidents (See National Safety Council's Safe Practice Pamphlets)

    a. Machine guarding in accordance with known good practice.

    b. Good plant housekeeping is essential to safety. Every floor needs thorough daily cleaning to remove oils, grease, and materials which may cause falls and to remove dusts which may otherwise be health hazards. Removal of dust from all surfaces also reduces fire and explosion hazards. Suction methods of cleaning are preferable. If sweeping is used, the floor must be moistened or sweeping compound used to prevent raising dust.

    c. Instruction in safe practices is necessary to women entering new jobs.

2. Avoidance of Strain (Women's Bureau Special Bulletin No. 2)

    a. Study jobs to adapt weight lifting devices to them.

    b. For heavy work physical examination should determine individual woman's ability to perform duties.

    c. Instruction should be given in safe methods of lifting.

3. Adequate protection must be furnished against fumes, poisons, and dusts. Such protection may be outlined as follows:

    (a) Prevent respiration of poisonous vapors or dusts.

        (1) Prevent escape of gases and dusts in the air.

        (2) Use exhausts to remove these substances if they are present in the air.

        (3) Provide adequate ventilation and movement of the air.

        (4) Use respirators where necessary.

(b) Prevent contact of the skin with poisonous substances.

(1) Scrupulous housekeeping (clean with vacuum or wet methods).

(2) Care to prevent spilling.

(3) Provision and laundering by employer of washable work clothes.

(4) Provision of adequate washing facilities and clean lunchrooms.

(c) Select employees with consideration of susceptibility to hazards presented.

(1) Sex susceptibility - Women known to be most susceptible to lead and some other poisons.
(2) Age susceptibility - Young workers found especially susceptible to certain poisons.
(3) Individual susceptibility - May not be determined prior to employment, but new employees under special supervision.

(d) Check employees' health habits and physical condition.

(1) Periodic examinations of exposed workers.

(2) Instruction of workers in prevention of early symptoms.

(3) Instruction of workers in dietary habits.
Use of alcohol heightens action of poisons.
Inadequate diet increases danger.

(e) High standards for general working conditions.

(1) Short hours of exposure to poisons essential.

(2) Maintain equitable temperature (heat and high humidity increase action of poisons.)

4. General plant sanitation requirements may be outlined as follows:

a. Washing facilities.

Washing facilities in convenient locations with hot and cold water, soap, and individual towels are essential, as is instruction in proper methods of use. Some more or less serious forms of skin infection (dermatitis) may result from many of the substances used in industry.

b. Adequate equipped lunch room, dressing room, and rest room.

These are necessary not alone for the convenience of the workers. A very real health hazard may result if food is eaten or street clothes are hung in the workroom where poisonous substances or tools that may carry poisons are in constant use. For example, among the measures to prevent occurrence of lead poisoning are lunch rooms and dressing rooms separate from the work place.

Working efficiency is reduced if work is continued a long time without food, according to studies made by Harvard University. Facilities for getting a good noon meal reduce sickness, absenteeism, and fatigue.

> Margaret Bondfield, formerly at the head of the labor department in the British Cabinet, stated that in 1914 when cafeterias were put in British munitions plants men and women workers had, for the first time, hot meals on workdays. Production, morale, and general health were favorably affected. In this country men coming to C.C.C. camps after a period of unemployment and consequent lack of proper food gain 5 to 10 pounds and their working efficiency is thus increased.

Adequate rest rooms also contribute to the efficiency of the work force.

c. Good drinking facilities.

Pure cool water should be provided in places convenient to workers, with individual cups or sanitary bubbling fountains. Drinking water can promote health or spread disease. The American Standards Association has established detailed specifications for sanitary drinking fountains, available from that organization and well summarized in the National Safety News, March 1939.

Water will carry disease germs due to impurities in the source of supply or any other impurities with which it may come in contact before it reaches the drinker's mouth. It may be contaminated during storage, distribution, cooling, or by the way in which it is served. These sources all should be carefully investigated.

The effects of hot, heavy work in sapping strength and reducing production can be averted by additional supplies of salt to replace that lost through profuse sweating. Where heat fatigue may be a problem, salt tablets should be available in dispensers near drinking fountains. Dosage recommended is as follows:

	Tablets daily
Light to medium work	5 to 6
Medium to heavy work	8 to 10
Extra Heavy, hot work	12 to 15

d. Separate toilets for women

Toilets should be in locations convenient to workrooms. They should be kept in a sanitary condition. An adequate supply of toilet paper should be provided. Washing facilities should be located nearby. A ratio of at least 1 toilet to every 15 women is recommended by the Women's Bureau. It is important to have outside ventilation. More detailed recommendations also are made as to construction of toilets, materials to be used in bowls and so forth. (See Women's Bureau Special Bulletin No. 4.)

e. Ventilation.

Ventilation of the plant should have special attention based on scientific knowledge. Safe ventilation includes attention to temperature, humidity, air motion, and especially removal of injurious vapors, fumes, gases, and dusts peculiar to the industry. The following minimum requirements have been developed by experts in this field:

(1) Supply of fresh air of not less than 1,000 cubic feet per person per hour.

(2) Adequate air movement (20 to 40 feet per minute in winter and higher in summer).

(3) Relative humidity not to exceed 70 percent and preferably less.

5. Medical supervision should be available in the plant.

It is essential in carrying out health and safety measures to have the services of an industrial physician, who may be continuously on duty or on call, and an industrial nurse.

6. Practical work clothing should be provided when safety requires it.

The following general standards should apply on this important matter:

a. Clothing must be reasonably comfortable in any temperature in which it is worn.

b. It must fit and not interfere with workers' movements.

c. It must afford adequate protection against the jazard for which it is designed.

Safety hats. - The good safety hat is a light confortable cap of attractive design, confining loose hair and yet standing up from the head sufficiently so that revolving machinery cannot catch in the cap and from there into the hair.

Gloves. - Protective gloves or finger stalls of material suitable to the hazard should be used where hot or sharp-edged parts are handled, and in some cases where substances used may poison the skin. Cuts and burns and skin diseases are reduced by these precautions.

Uniforms. - Uniforms sometimes are needed, as, for example, to prevent skirts from getting caught in machinery.

Shoes. - Falls are a major cause of women's injuries, ranking first in most States reporting. Major causes of these may be wet or slippery floors, unprotected stairways, cluttered aisles, and so forth, but shoes play an important part in such accidents. Thin soles, high heels, worn-out shoes are hazards. The general rules that heels must be sensible, no cut-out toes, and no bedroom slippers are sufficient in many plants.

Where special safety shoes are needed they should be provided and required.

Leggings, spats, and aprons. - These may be a safety necessity for certain operations.

Jewelry. - Jewelry may be the cause of painful injury, and should not be worn at work around machinery.

Goggles. - The necessity for goggles is evidenced by the fact that 80 percent of the 1,800 to 2,000 eye injuries occurring in New York every year are caused by flying bodies. In a metal factory employing 25,000 workers, $25,000 was spent on goggles with a resultant saving in two years of $116,000.

D. Standards for Outdoor Work

Standards for working conditions of women whose work will keep them out of doors and of women who will be required to live at their place of work should be the subject of special study.

DT 2-3

Women's Bureau
Washington

August 5, 1942

STANDARDS FOR EMPLOYMENT OF WOMEN IN THE TRANSPORTATION INDUSTRY

1. **Types of work women can do in the transportation industry:**

   a. **Present employment**
   b. **British experience**
   c. **Women's skills in relation to various types of work in transportation:**
      1. **Clerical, professional, and semi-professional**
      2. **Service occupations**
      3. **Machine shop repair and maintenance**
      4. **Operations work (including driving heavy vehicles)**
      5. **Road work (including operations requiring continuous standing)**

2. Minimum ~~working conditions~~ standards for the employment of women:

   a. Hours: 8, 48, day of rest
      night work, shift rotation
      over-all shift
   ~~b. Meal periods and rest periods~~
   c. Wages: Minimum
      Overtime
      Rate for the job

3. Working conditions standards(in addition to the above)recommended for women in transportation:

   a. Minimum safety and health standards:
      1. Physical examination
      2. Medical attendance, first aid
      3. Safety clothing
      4. Weight-lifting

   b. Plant facilities and sanitation:
      1. Washing facilities
      2. separate toilets
      3. lunchroom, dressing room, rest room
      4. Drinking facilities
      5. Ventilation
      6. Lighting

   c. Personnel policies:
      1. Training
      2. Collective bargaining

4. Legal standards applicable to working conditions for women in transportation:

   a. State laws & regulations; provisions for exemptions.
   b. Interstate Commerce Commission regulations

5. Engineering standards:

   a. Safety devices
   b. Time-saving devices
   c. Weight-lifting machinery; other energy saving devices.

Files
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August 5, 1942

Mr. Otto S. Beyer, Director
Division of Transport Personnel
Office of Defense Transportation
Washington, D. C.

Dear Mr. Beyer:

I have your letter in regard to a memorandum covering standards of employment for women in the field of transportation. We shall be very glad to undertake this work.

Miss Angus and Mrs. Mettert will be very glad to work with Miss Sells. They already have had some conferences and we shall continue the work that way.

Sincerely yours,

Mary Anderson, Director

MA:IS

August 5, 1942

To: Mr. Warner W. Gardner
Solicitor

From: Mary Anderson, Director
Women's Bureau

We have been asked by Mr. Beyer of the Office of Defense Transportation to set up some standards and policies for the employment of women in jobs in which they have not so far been employed in the field of transportation.

In setting up these standards we would like to ask your Office to take up the labor laws in the railroad service and give us your best judgment as to how far women employees of the transportation system are covered by these laws and whether or not they come under the State laws anywhere. Some States do enforce their hour laws to the women workers in the railroads and others do not.

Then, of course, there is the question of the Interstate Commerce Commission safety regulations for employees of railway, bus and air carriers. We would like to know what these regulations are and how they are applied in relation to existing State statutes governing working conditions for women.

EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE FOR EMERGENCY MANAGEMENT
WASHINGTON, D. C.

THE OFFICE OF DEFENSE TRANSPORTATION
JOSEPH B. EASTMAN, Director

July 31, 1942

WOMEN'S BUREAU
AUG 1 1942
DEPARTMENT OF LABOR

Miss Mary Anderson, Chief
Women's Bureau
Department of Labor
Washington, D. C.

Dear Miss Anderson:

In connection with some material which my office is collecting for distribution among transportation employers to assist them in solving problems of replacement of men who have been drawn into the Army by the Selective Service System, it would be most helpful if you could prepare for us a very brief memorandum covering standards of employment for women in the field of transportation.

It would be particularly helpful if this memorandum included specific information about the kinds of work for which women have proved to be best suited; about the weights which women can lift without injury to themselves and about state legislation bearing upon the conditions of work for women.

Before embarking upon this task, may I suggest that someone whom you designate from your staff should discuss the matter with Miss Dorothy Sells of my staff in order that a more definite outline for the memorandum may be agreed upon?

Very truly yours,

Otto S. Beyer, Director
Division of Transport Personnel

FOR VICTORY
BUY
UNITED STATES
WAR
BONDS
AND
STAMPS

~~[illegible]~~ Files
273

March 27, 1942

Miss Dorothy Sells
Chief, Section of Recruiting and Placement
Office of Defense Transportation
Office for Emergency Management
Washington, D. C.

Dear Miss Sells:

I shall be very glad indeed to see you and have a talk with you. Perhaps next week some day we might have lunch together. What would you say to having lunch together on Tuesday? If that is not convenient for you, call me up and we can fix another time.

Sincerely yours,

Mary Anderson, Director

MA:IS

EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE FOR EMERGENCY MANAGEMENT
WASHINGTON, D. C.

THE OFFICE OF DEFENSE TRANSPORTATION
JOSEPH B. EASTMAN, Director

WOMEN'S BUREAU
MAR 25 1942
DEPARTMENT OF LABOR

March 23
1942

Miss Mary Anderson
Director
Women's Bureau
U. S. Department of Labor
Washington, D. C.

Dear Miss Anderson:

We have received the publications of the Women's Bureau bearing on Defense which you so kindly sent in response to my telephone call. Should we require further copies of these publications in the near future, we will let you know.

I hope that some day before long we may have lunch together as I should like to hear what the Women's Bureau is doing in connection with the replacement of men by women workers in war industries.

Sincerely yours,
Dorothy Sells
Dorothy Sells
Chief, Section of
Recruiting and Placement

FOR VICTORY
BUY
UNITED STATES DEFENSE BONDS AND STAMPS

Neuburg
from Spring

Rough Notes on Morning Session -- O. D ~~F~~. T. Conference - March 18, '43

Trucking Industry - 3 studies showing increase in women's employment. (Chas. J. Morgan) American Trucking Assn.

I April 1, '42 - 7.9% women
II July 1, '42 - 9.2% "
III Nov. 15, '42 -11.1% "

Study of smaller group of identical firms

I April - 8.1%
II July -10.4%
III Nov. -10.9%

Based on present experience and particular problems to be faced, large scale employment of women in the industry not feasible. Problems connected with hiring women in Trucking Industry.

I Local hauling - too heavy and too frequent lifting
II "Over the road" trucking
  1. Hour's irregular, largely at night - have to stay away from home at least 3 nights a week or more.
  2. Sleeping accommodations on the road - company dormitories for men, no separate toilet rooms.
  3. Lack of parts and repair materials require experienced and skilled drivers for repair while on the road.
  4. Changing of heavy tires on the road requires too heavy lifting (250-275 lbs.).
III Servicing of trucks in service stations - chief difficulty -- work out doors and women won't work in bad weather
IV Platform work at terminals - problem of lifting
V Stock and tool room - women have been used to a limited extent, but so far satisfactory Office work - being trained as rate Clerks and to check freight bills -- Can't compete with war industry plant wage rates, as transportation wage rates are frozen, so lose employees.

Local Transit

(Merwyn Kraft, American Transit Assn)

Employment of women started in San Deigo and San Francisco last July -- 30 transit systems using women as substitutes ------------

1st. as conductors, then motormen, then bus drivers; shops and garages slower to take them on due to lack of adequate rest rooms. Here, they began as washers and cleaners, then used on greasing and electrical work, and motor mechanic helpers. The only ones skeptical about employing women are those who have not yet tried them. In Southern California in handling large passenger buses, women treated same as men,- on night runs etc. Public likes them and women like the work.

Principal difficulties

Lack of sense of time - if schedule is 6:52, think 6:56 is O. K.
Not so good at handling of fares
State hour limitation laws
State rest period laws

Report from Bridgeport, Conn. on use of women on buses and in shops - exceptionally well pleased - used in shops as arm and coil winders, lubricators, etc. They are satisfactory in every way,---less turnover for women.

Two factors to be considered in employing women---
1. Make work sufficiently attractive
2. Fit available women to type of work

Favorable reports from all parts of the country on women drivers, more careful than men, have to have special training on use of air brakes.

American Airlines W. L. McMullen - American Airlines Inc

Extent of employment of women -- Increased from 12 percent (includes 4 or 5 % clerical) before war to approximately 32 percent now, expect further increase to maximum of 40 percent (rate of increase about 1½ percent per month).

Conclusions -- As good as men in general - more thorough - lack a little in initiative due to unfamiliarity with work - fascinated with work - little absenteeism or turnover. Rain, heat, or cold doesn't prevent them from working even in the open on the ramp, loading planes. No discipline problem - willing to work on any shift.

Proportion of women in selected departments
  Traffic - reservation and ticket - 73%
  Treasury- 77%
  Storekeeper - 84% - handles 20,000 parts for 4 different types of planes
  Ramp - 53% - loading planes, better than men
  Shops - NR on Percent
Some unusual jobs on which women are employed
  Only 5 women in U.S. have A & E license and 1 of these with this Co.
  1 Junior Meteorologist
  2 Publicity women
  1 Photographer
  3 Office Managers
  1 Materials laboratory
  1 Manager of Traffic Department

When first taking on women, tried to get relatives of men employees -- wives, sisters, daughters, sweethearts. Wrote letters to the force and explained policy, as a result no discipline problems. Also in arranging groups working together - bunched different types, young and old, men and women etc. - little in common except work.

So far this company has lost at least 1/3 of regular force of men to war and in addition have a large expansion program so need many women. However, an industry glamorous to women, so no woman labor shortage.

Mrs. Ward -- Union Pacific

No women on train service or track labor.
Women employed in -
  Store dep't. - doubled
  Telegraphic - more than doubled
  Agents
  Shop - helpers, not on heavy work
  Offices - replacing all with women

They are able to draw from the highest class of women - plenty available in middle west.

Now about 60,000 women employed in R. R., in last war 100,000

Miscellaneous Notes - On R. R. (Mrs. Church) - some women on section gangs working with pick and shovel (Pa. R. R.) A few ~~as~~ boilersmakers (not helpers).

OFFICE OF WAR INFORMATION I

Gorham – Miss Robinson file

O.W.I

The attached Report of Visit to Office of War Information has been set down in detail with the thought that it may serve to clarify the functions of the Bureau of Intelligence which has requested "some form of regular reporting" from the Women's Bureau.

In summary, for those who may not care for the details, the report explains that the Bureau of Intelligence wants material particularly tied up with specific areas. However, it is interested in all recommendations or information pertinent to women worker problems.

The material will be treated confidentially on request. It is for use in establishing news policies on war information, and is not for use of the OWI's News Bureau which handles news releases.

The OWI will determine weak spots in coordination of the over-all Government war program. It will suggest ways in which the various agencies and the public may contribute more effectively to the war effort. It will seek to clear up public misunderstanding where it exists.

In general, the Bureau of Intelligence furnishes the backdrop for a total perspective on the war.

MARY G. PHILLIPS

1942

REPORT OF VISIT TO OFFICE OF WAR INFORMATION BUREAU OF INTELLIGENCE

The Office of War Information has set up its Bureau of Intelligence in the Library of Congress Annex Building. In the galaxy of war agencies the Bureau of Intelligence occupies practically the same position in space, and many of the physical properties, of the old Office of Facts and Figures.

The Bureau of Intelligence, under Mr. R. Keith Kane, is a special service of the assistant director of policy development, Mr. Archibald MacLeish, and the deputies of the Director of the Office of War Information.

On August 14, I called on Dr. Horowitz (who was formerly with the Office of Facts and Figures) and delivered certain material of the Women's Bureau to him. He had offered to explain the functions of the Bureau of Intelligence so that I could assist in opening up an information channel from the Women's Bureau to his office.

At the outset of the conversation he indicated that this might be a two-way channel in which the Women's Bureau would also be the recipient of information or suggestions from the Office of War Information.

At the present time, however, the only arrangement is that agreed to by Miss Anderson on July 23 when she wrote Mr. Kane, in reply to his written request, that "we shall certainly be glad to send you all available information that we think may prove helpful to you, and shall endeavor just as soon as possible to initiate the weekly memorandum contemplated".

Policy Level

Generally, as I recall it, here was the way my interview with Dr. Horowitz ran:

"The Bureau of Intelligence", he said, "works at the policy level. We are concerned with the administration of war information. Mr. Davis must be regularly informed on a great many situations arising throughout the country. It is our function to keep him informed and at times to recommend policies or action."

He said that the Bureau of Intelligence is part of the policy development service, as I could see from their organization chart. "We work very near the top," he pointed out. "There must be some plicies to guide the war information program. We try to keep alert as to what is going on and what the people think."

Public Opinion

Then I asked if it would be correct to infer that the OWI in addition to giving out straight news, would also have a hand in shaping public opinion.

Dr. Horowitz smiled. "Now you attack me in a very weak spot," he laughed. Then he became very serious and said, "Let me answer you this way. There are circumstances in which the interests of the public and the war demand some recognition on the part of the OWI."

"For example, the Army is establishing a camp for Negroes near a community in the Southwest which has never had a Negro population. We are worried to the extent that we fear possibility of a race riot. One of the worst features is that no adequate plans for recreation have been set up."

I asked if the Army would not take care of this, and he said apparently the Army had not given the matter sufficient attention.

Dr. Horowitz said there is a mounting tide of feeling against Negroes, and the OWI considers this a problem where some definite policy must be firmly established.

He also said that in the case of the camp mentioned above, the OWI would advise the Army of their findings and try to get army officials' cooperation in working out some solution.

Suggest to Other Agencies

"That is one of our functions," he went on to say, "to suggest to other agencies action to be taken or ways in which their cooperation may be useful. We try to digest the programs, policies, aimes, and opinions of the various agencies concerned with the war effort. At times we may recommend a need for cooperative action between agencies."

He then brought up the shortage of physicians. "There are simply not enough of them to go around after military needs are taken care of. So much public misunderstanding developed that we advised Mr. Davis to make a statement."

"And that brings me to another case of misunderstanding. There is a widely circulated rumor that women in war plants in the Detroit area are being morally undermined. Reports of immorality right in the war plants are prevalent. Also the 'share-the-car' plan (where workers are brought together for transportation to work) is being criticised from this standpoint."

He said, "of course we don't believe it," but that it is an important problem in that area, particularly as it coincides with voluntary registration of women for war work.

"In regard to the Women's Bureau," he explained, "we want to have a complete picture, not only of the war work of the Bureau, but its interpretation of the problems that are being met and its policies, and its comments."

Women's Bureau Has Grasp of Problem

"When I talked to Miss Robinson I felt that the Women's Bureau has a fine grasp of the problems concerning women. We want material to assist us in shaping our policy on women in the war effort.

"It is not our purpose to take over any of the functions of the Women's Bureau. We are not trying to step in. We just want assistance."

At this point I asked him if he was getting information on the woman angle in certain areas where the U.S.E.S labor market news reports or forecasts labor shortages. He shrugged his shoulders and shook his head.

Other Agencies Cooperate

Dr. Horowitz flourished reports by the Federal Security Agency and the Department of Agriculture. Both reports, he said, were confidential and would not be published by the OWI or by the agencies originating the material. The reports (run off on a duplicating machine) appeared to be field notes. He intimated that his section, which deals primarily with localized conditions, is being fed by a network of agencies.

OWI Reports on Women

I was shown two reports on the subject of women and the war prepared by the Bureau of Intelligence, Special Survey Division. At least one of these appeared to be a national opinion poll in the Gallup manner, showing the reaction of men and women to a gamut of questions on the war.

These include questions on progress of the war, fear of air raids, etc. The section dealing with industry reveals that the greatest hesitancy in the public mind on women going into industry is disruption of family life. Before this the main objection had been to women taking over men's jobs.

In one report women were polled in Detroit and Pittsburgh. Results showed apparent lack of enthusiasm among housewives who were asked if they wanted war work. Other important subjects such as wages, union activity, etc. are discussed.

Dr. Horowitz said the reports are "super confidential," but that copies might be obtained by the Women's Bureau on official request. (They have been requested.)

Impressions

I believe that the OWI does not have a well-focused view of the woman labor situation - at least I do not believe they are satisfied.

Apparently they look to the Women's Bureau for much help on the woman angle of the war labor picture. It occurs to me that the Women's Bureau has at hand much that is wanted, and that facilities are available for filling up many weak spots in the picture.

I do not believe the OWI is particularly interested in statistics or other facts which are not tied into a definite social pattern so realistic that one could place a pin on the map and say, "There's where your problem exists (or likely will exist)."

Interpretative Reports

The OWI reports referred to above are entirely interpretative. They do not in any way duplicate in purpose or content the technical reports of the Women's Bureau. Undoubtedly the latter reports are valuable to the OWI, but the emphasis insofar as OWI is concerned is with their practical application in the development of news policies. For example, if the Women's Bureau reports show conclusively that women can do a certain number of operations in the aircraft and ammunition industries, then the OWI might develop these facts in areas where male labor shortages exists.

I am wondering, if the OWI does not receive the material they need by areas, whether they will make an effort to expand their own service, or whether, perhaps, they will call on the Women's Bureau for special assistance.

News Channels

Regarding the organization of OWI, as I see it, Mr. Davis may be compared to a newspaper publisher who sets the policies with the assistance of Mr. MacLeish and the Deputy Directors. Also directly connected with Mr. Davis, by another channel, are his executive editor, Gardner Cowles, Jr., and his managing editor, Paul Smith, head of the News Bureau.

It is through Mr. Smith's office that the news releases of the Women's Bureau are now printed and distributed. Therefore the material given to the Bureau of Intelligence and releases sent to the News Bureau for publication are received at widely separated points in the OWI set up.

U. S. DEPARTMENT OF LABOR
WOMEN'S BUREAU
Washington

List of material handed the Bureau of Intelligence, Office of War Information, on August 14, 1942.

(The Baltimore Survey had been sent previously and was described by the OWI as "very useful.")

1. Figures on Employment of Women in Certain War Industries
(The Women's Bureau has gone into the aircraft and ammunition plants and made detailed occupational analyses of jobs suitable for women. Reports were published in 1941, and subsequent reports are in publication.)

2. Factors in Woman Labor Supply
(These factors stress the many facets to be considered in making woman labor supply estimates.)

3. Voluntary Registration of Women
(This is a group of thumb-nail skectches on area registrations.)

4. Statement of Policy of War Manpower Commission on Employment of Married Women with Young Children in Industry - July 29, 1942.
(This statement is included because of its obvious relation to the other topics discussed, and because the Women's Bureau director was a member of the committee responsible for formulating the policy.)

5. Are Nursery Schools and Kindergartens Serving the Children of Working Mothers?
(General statistical summary answering this question. Source: "Education for Victory" - publication of the U. S. Office of Education.)

6. Farm Labor Experiments in New York and New Jersey
(Summary of a survey made in the latter part of July by a staff member of the Women's Bureau. The bulletin "Guides for Wartime Use of Women on Farms" published recently by the Women's Bureau is attached to this summary.)

7. Part I - Recommendations Concerning Living Needs of Women Workers in Rural Community Plant Areas.
(Results of Women's Bureau field investigations. Inclosed herewith also is the Bureau's bulletin "Recreation and Housing for Women War Workers" which offers a broad view of the problems dealt with and contains recommended standards, policies and procedures.)

CONFIDENTIAL Part II - Summary of Artillery Ammunition Plant Information as Related to Living Needs of Women War Workers
(Results of Women's Bureau field investigation.)

CONFIDENTIAL Part III - Tabulation by Areas and Plants on Estimated Woman Labor Needs and Sources of Woman Labor Supply
(Material gatheres by agents of the Women's Bureau in the areas and plants discussed.)

This material can be found together in one file in Room 1320

COPY

U. S. Department of Labor
Women's Bureau
Washington

July 23, 1942.

Mr. R. Keith Kane, Chief
Bureau of Intelligence
Office of War Information
Office of Emergency Management
Washington, D.C.

Dear Mr. Kane:

I have your letter of June fourteenth, requesting the cooperation of the Women's Bureau in bringing to your attention current trends and problems as related to women in war production.

We shall certainly be glad to send you all available information that we think may prove helpful to you, and shall endeavor just as soon as possible to initiate the weekly memorandum contemplated. As you doubtless realize certain data furnished us by employers are of such a strictly confidential nature that we are not permitted to distribute such facts in connection with individual firms. However, we believe our reports will prove of interest to you, and if you have special questions pertaining to women which you would like to discuss, I should be glad to have you call on me.

Very truly yours,

Mary Anderson, Director

O.W.I. - CORRESPONDENCE -1942

B. Nunby

OWI

WAR JOBS FOR WOMEN

Office of War Information

Magazine Section

Washington, D. C.

Bro. Inman

WAR JOBS FOR WOMEN

Page
Serving Uncle Sam 5
In the War Industries 17
In Business and the Professions 34
As Volunteers 41

Sources tapped: War Department, Navy Department, War Manpower Commission, Civil Service Commission, Women's Bureau of the Department of Labor, Department of Agriculture, Institute of Women's Professional Relations, U. S. Office of Education, Office of Civilian Defense, American Red Cross, the Government's Subcommittee on Nursing, The American Association of University Women, The American Council on Education, and the Career Department of Mademoiselle Magazine.

Sources untapped: All those having succinct summarizing material on the subjects discussed here, or on other phases of this changing war picture, are invited to send them to the OWI Magazine Section, Social Security Building, Washington, D. C., for a possible future revision of this memorandum.

November 1942.

This booklet was prepared for magazine editors. In response to requests it has been made available to the public. It is a publication about the war. When you have finished reading it, please pass it on to a neighbor or a friend for further circulation.

For sale by the Superintendent of Documents, Washington, D. C. Price 10 cents.

WAR JOBS FOR WOMEN

Every American woman wants to help win the war. The problem is how and where to fit into that big word which is daily growing bigger—*Womanpower.*

Many women already are on the jobs they can do best and are putting in full time. Some women still have odd hours in which they could give volunteer patriotic service. Great numbers of women who have hitherto been in the home are taking full time jobs to free men for combat duty as this country's warfare becomes more intensive. Greater numbers need to plan *now* for such service.

The War Manpower Commission estimates that 4½ million women will be engaged in direct war work by the end of 1942, and 6 million by the end of 1943.

But this by no means indicates that only 1½ million women must be added to the labor force. Because of the fact that nearly all able-bodied men over 14 are already in the labor force or in the armed forces, the bulk of the increase of 5½ million in the estimated civilian labor force and the armed forces during the fiscal year of June 1942 to June 1943 will have to be women. June is a peak month in labor requirements. In June 1942, there were 15 million women in the labor force. By June 1943, this number will have to be approximately 20 million.

This country, however, has not yet reached the situation where women *everywhere* are needed for all sorts of work previously done by men, as in England. Employment of women is still a local question which must be dealt with according to the need and the supply of womanpower in the community. There is no rule of thumb for the country as a whole. In crowded war industry-areas, the aim obviously must be to drain every bit of local labor-supply before calling in new labor which would create further overcrowding.

Since America continues to be a land of initiative, the final catalogue of the jobs that women do in this war will be what women make it. Furthermore the place of women in the war industry picture changes so fast that there is no keeping absolutely up to date. This memorandum, therefore, is not even an attempt at an exhaustive catalogue of women's war jobs, but is rather a guide to indicate some of the avenues opening to women, some of the typical jobs in them, and some of the sources of further information.

To Find Out About War Jobs

In general, the following instructions are given for women seeking war jobs:

If you wish to volunteer for unpaid patriotic work, go to your Civilian Defense Volunteer Office.

For opportunities to work for pay in war industries, consult your nearest U. S. Employment Service Office.

For work in government, follow Civil Service announcements through your local post office.

If you wish to try for service with the Women's Auxiliary Army Corps (WAACS) apply at your nearest Army recruiting station.

If you have the aptitudes and the training required by Women's Reserve of the Navy (WAVES) submit a written request for a preliminary application blank to the Director of Naval Officer Procurement of your Naval District.

If you are a trained nurse wishing active duty with the armed forces, consult your local Red Cross Chapter or apply to the headquarters of any of the nine service commands of the Army. Or write for application forms to the National Headquarters, American Red Cross, Washington, D. C., or to the Office of the Surgeon General of the Army, 1818 H Street, NW., Washington, D. C. The Red Cross is official recruiting agency for both Army and Navy nurses, and also recruits medical technicians for the Army.

If you are a retired nurse, badly needed for work on the home front, consult your local hospitals.

Listen to the radio. Read the newspapers and magazines.

SERVING UNCLE SAM

Government war jobs have swelled the population of the national capital to boom-city proportions, and have added materially to the working forces of many other cities. In a single year, 40,000 stenographers and typists—largest block of workers employed—were added to the government pay roll. The Civil Service continues its call for stenographers and typists, traditionally women's jobs, and asks all Federal departments to increase employment of women so that men may go into active service. Both War and Treasury Departments have announced such an employment policy. Sixty percent of the persons now being employed in the Federal government are women. It is estimated that hirings in the metropolitan area of Washington, D. C., alone will continue at the rate of 1,250 a week of which 750 will be women.

The increasing need for men in combat service has also prompted the setting up of the women's organizations of the armed services, the WAACS—Women's Auxiliary Army Corps; the WAVES—Women's Reserve of the Navy; and the WAFS—Women's Auxiliary Ferrying Squadron. Each of these three special services has its own system of recruitment. Civilian posts in War and Navy Departments are recruited, like the rest of the government war jobs, through Civil Service, often supplemented by personal application.

The trend for more women in civil posts and in necessary posts with the armed services as a war-time measure must of course continue. The need for great numbers of women for stenographic, clerical, and typist positions in Federal war agencies in Washington presumably will continue as long as the war lasts.

Women who derive their greatest satisfaction from the feeling that they are actually working with the fighting forces may tally up their own qualifications against the requirements listed by the WAACS, WAVES, and WAFS, and may follow the formulation of other projected outfits such as the one now in process for the Coast Guard. As yet, however, these opportunities should be regarded as strictly limited in number by the legislation or financial budgets on which they were recently set up.

WAACS.—By the early part of 1943, 25,000 women officers and auxiliaries will be serving with the U. S. Army, freeing fighters from such jobs as operating switchboards, typing and clerical work, and operating office machines. WAACS with specialized training will also serve in aircraft warning units, as hostess aides and librarian aides, as drivers of automobiles and repairers of their motors, as pharmacists' assistants in the post exchange, as dieticians and cooks. The act authorizing this new women's auxiliary army will permit an ultimate enrollment of 150,000 women.

Qualifications.—For auxiliaries, must be a citizen, be between 21 and 45 years old, between 5 and 6 feet high, weigh a minimum of 100 pounds, pass intelligence tests, pass physical tests. Marriage is no bar. Must have no children under 14.

There is no longer opportunity to be appointed direct from civilian life to the Officers Candidate School of the WAACS. All future appointments to the Officers Candidate School will be from the ranks after completion of basic training. For the first WAAC officers candidates, some women over 45 years of age were accepted. This will not apply in the future, since promotion will be from the ranks and the age limit is 45 years.

Special opportunities.—WAAC units may go wherever the Army goes and so some probably will have foreign service. General Dwight Eisenhower, Commanding General, European Theater of Operations, has asked for communication and clerical platoons to be attached to large headquarters of the American Expeditionary Forces under his command.

Pay and rank.—The WAAC pay now corresponds to that of the Army. The following list shows the WAAC rank, the Army rank equivalent, and pay under the law recently passed by Congress:

Auxiliary . . . Private . . . $50 per month; Auxiliary, 1st Class . . . Private, 1st Class . . . $54 per month; Junior Leader . . . Corporal . . . $66 per month; Leader . . . Sergeant . . . $78 per month; Staff Leader . . . Staff Sergeant . . . $96 per month; Technical Leader . . . Technical

Sergeant . . . $114 per month; 1st Leader . . . Master (1st) Sergeant . . . $138 per month. Officer's pay ranges from $166.67 per month to $333.33. And subsistence—food, clothes, living quarters, dental and medical care.

WAACS must enroll, in person, at recruiting stations where WAAC officers are assigned. This country has 52 main recruiting stations, 246 substations. WAAC officers are now stationed at 59 of these stations. Ask at any postoffice or Army headquarters about which of the WAAC-manned stations is nearest you.

WAVES: This branch of the U. S. Naval Reserve started with an initial plan for 1,000 officers, 10,000 enlisted women. The try-out was so satisfactory that the Navy now says it will take on as many as are needed. The purpose of the WAVES is to free men to go to sea, and their job qualifications are accordingly the same as those of the enlisted men and officers they are called upon to replace.

The technical nature of many of the Navy positions to be filled is indicated by the type of education and experience listed as desirable. Especially wanted are women good in such subjects as accounting, aeronautical engineering, astronomy, business statistics, civil, electrical, mechanical and radio engineering, electronics, mathematics, metallurgy, modern languages, physics. Other working knowledge which might help includes architecture, business administration, chemical engineering, chemistry, commerce, economics, English, finance, geography, geology, political science, history, industrial engineering, journalism, library science, mineralogy, psychology, and transportation. Experience listed as desirable includes supervisory jobs in telegraph and cable offices, and maintenance work on teletype machines. Also asked for are licensed radio operators, ultrahigh frequency engineers, lexicographers, typewriting teachers, statisticians, business machine demonstrators, junior executives, and personnel supervisors. The first training schools opened were in radio, storekeeping, and Navy clerical work.

Qualifications.—Must be a citizen. Must pass physical and aptitude tests. Must have no children under 18 years of age. May be married, but not to a man in the armed services. After training period, may marry anyone but a Navy man and retain her status as a Naval Reserve.

Enlisted WAVES must have at least a high school or a business school diploma or have taken business school courses supplemented by experience comparable to a high school education. Ages 20 to 36 are eligible.

Officers must be graduates of an accredited university or college, or must have had two years of administrative or technical experience in business or professional fields in addition to two years' college. Age must be not under 20, not over 50.

Special advantages.—The technical training which the Navy gives is likely to prove a great employment asset after the term of service is over.

Pay.—Regular Navy salary scale for the position occupied. Enlisted WAVES receive subsistence and quarters allowance of $2.75 a day in addition to a monthly base pay which ranges from $50 a month for an apprentice seaman to $126 a month for a chief petty officer. Officers receive rent and subsistence allowances in addition to the following annual base pay scale: Ensign, $1,800; Lieutenant Junior Grade, $2,000; Lieutenant Senior Grade, $2,400. A cash allowance is made for uniforms at the time of entering the service—$200 for enlisted women, $250 for officers.

Apply in writing, stating age, educational background, and experience, also marital status, age of children, and husband's occupation to the Director of Naval Officer Procurement in your Naval District. Inquire at your post office for the nearest Naval Officer Procurement Station.

WAFS.—This experimental auxiliary aviation unit, recruited on a Civil Service requirements basis and not created by Act of Congress as were the WAACS and the WAVES, is starting with about 40 active women pilots and 10 women engaged in administrative duties. Something of the large numbers of women pilots from which such an air auxiliary might eventually draw is shown by the fact that 3,500 women pilots have been accepted in the Civil Air Patrol organized a week before Pearl Harbor to work for Army and Navy. These CAP women pilots are presumably on their way to higher qualifications. A women pilot must be thoroughly qualified to be able to join the WAFS.

Qualifications.—Must be a U. S. citizen between 21 and 35 years of age, have a high school education, possess a commercial pilot's license with 200-horsepower rating, have not less than 500 hours of logged and certified flying time, and have had cross-country flying experience.

Pay.—$3,000 annually, quarters provided.

Apply in writing to the Air Transport Command, War Department, Washington, D. C.

Army and Navy nurses.—All qualified nurses who can possibly do so should feel it their patriotic duty to serve with our armed forces in this critical time in the world's history. The Army must recruit 2,500 nurses a month, the Navy 500. That means that at least 36,000 graduate nurses a year must leave civilian posts to care for soldiers and sailors. Nursing is woman's primary and traditional job in war time. Although she is not subject to draft, it is as much the duty of a qualified nurse to serve her country as it is for a man of similarly valuable training to enter the armed services.

Qualifications.—Must be a graduate, registered nurse with at least three years' training in an accredited nursing school; must be between 21 and 40 years of age; must pass physical tests. Navy nurses must be unmarried. A rule went into effect on October 1 that nurses in the Army who marry will be continued in active service for the duration of the war and six months thereafter at the discretion of the Surgeon General. A married nurse, however, may not join the Army Nurse Corps.

Special advantages.—All nurses go in as officers—Second Lieutenant in the Army, Ensign in the Navy. If a nurse has aptitude in a special field, such as surgery or anesthetics, she is likely to be put into that field. Nurses with experience as hostesses for the commercial air lines are wanted for air ambulance duty. If an Army nurse has supervisory experience, she is likely to be advanced to First Lieutenant, and some even become Captains. Only two Army nurses are commissioned officers, the commander of the Corps is a Colonel, her assistant a Lieutenant Colonel. The superintendent of the Navy Nurse Corps is a Lieutenant Commander and her assistant is a Lieutenant. Army nurses actually share the fortunes of war with the U. S. troops wherever they go, and there is a good chance for foreign service for those who volunteer for such posts. For both Army and Navy nurses, opportunity for a continued interesting career is likely to open in the reconstruction work which must follow the war in all parts of the world.

Pay.—Base pay is $90 a month. Promotions in rank in accordance with Army and Navy regulations. Nurses also get quarters, uniforms, subsistence. If a bill now in Congress is passed, an Army nurse will receive the same pay as an Army officer of the same rank—if she is a First Lieutenant, she will get the same pay as a First Lieutenant in the Army.

Enroll with your local Red Cross Chapter or write for an application blank to the National Headquarters of the American Red Cross in Washington; or apply to your nearest Army Service Command headquarters or write to the Surgeon General of the Army, Washington, D. C. The Red Cross is authorized by Congress to recruit both Army and Navy nurses, check their qualifications, make the necessary initial inquiries. When a summons comes from War or Navy Departments, only a final physical check-up is necessary before going into active service.

Medical technologists.—The Medical Department of the Army employs civilians as technologists as their services are required. The American Red Cross, through its Medical and Health Service, is enrolling women technologists between the ages of 21 and 53. The names and qualifications of all enrollees are submitted to the office of the Surgeon General of the Army. At present there is a great need for more dietitians and physical therapy technicians for service within and outside the continental United States. Write to the Director of Enrollment of Medical Technologists, American Red Cross, National Headquarters, Washington, D. C.

Civilian posts in War and Navy Departments.—The bulk of civilian hirings by the U. S. since 1940 has been for the Army and Navy, largely for jobs outside Washington. This fact is worthy of consideration by women seeking employment, as indicative of where the majority of the jobs are likely to be found. As of June 30, 1942, the date of latest available figures, approximately 275,000 women were working for the War Department, 40,000 of them in Washington, the rest outside. A little over 56,000 were working for the Navy, 14,000 in Washington, the rest outside. These combined totals were well over half the total number of women working in the entire executive Civil Service—about 550,000. Some of these civilian posts are colorfully "with the armed services." For instance, estimate has been made that at least 25,000 women eventually would be employed in the field of radio alone. Others follow more traditional Civil Service patterns for women workers.

Army examples.—Spectacular are the women's jobs performed on the Aberdeen, Md., Proving Grounds where former stenographers, salesgirls, and housewives test out anti-aircraft and machine guns, drive tanks, run 15-ton cranes. The Army Air Force has been using 50 experienced women fliers to train cadets at primary flight schools. Further use of women fliers will result from the school to be headed by Miss Jacqueline Cochran who was recently named Director of Women's Flying Training within the Army Air Forces. While many of her graduates will doubtless join the WAFS, they will also be used for various other aviation jobs.

The Army expects to have 25,000 women by the end of 1942 in aviation field work inspecting planes, cleaning and inspecting parachutes, cleaning engines, and towing planes. The Signal Corps was so interested in getting good technicians among upperclass students and graduates of women's colleges that it sponsored a tour of the country last spring, adding 25 young women to the personnel of the Signal Corps Development Station at Fort Monmouth, New Jersey. *The Army never has been able to fill all its openings for women draftsmen.* Women work in War Department plants producing guns, tanks, parachutes, bombs, and clothing, and in arsenals and depots as chemical workers, precision metal workers and distribution clerks.

The Army must depend largely on good inspection to maintain high efficiency. It is depending more and more on women for good inspection. Its inspection jobs are most exacting and difficult, and women have been doing them well. To widen the field for women in this capacity, the Quartermaster Depot at Philadelphia has set up training courses for special technical inspections. Women inspect clothing and fabrics, guns, ammunition and other ordnance material.

Navy examples.—To a lesser degree and with fewer workers, the Navy has departed sharply from tradition. Notable was the admission of women workers in other than clerical positions to both Washington, D. C., and Brooklyn, N. Y., Navy Yards. As of July 1942, women in the Washington Navy Yard working on semi-skilled ordnance jobs numbered 1,023 as against 2,686 women clerical workers there. Employment of the large number of women in overalls was made possible by breaking down technical and precision operations.

Where men in years gone by have spent four years in general apprenticeship, women now learn not a trade but one operation. The Navy also employs women physicists, engineers, architects, designers, mathematical computers, laboratory workers, flight statisticians, photographic interpreters, and inspectors.

Qualifications and pay.—There are no specific educational requirements for clerical, stenographic and office machine jobs, and for unskilled jobs in the war plants. These jobs range usually from $1,260 up to $2,000. Women with administrative, technical, and scientific training can qualify for positions paying from $2,600 on up to $5,600. A very few posts under Civil Service pay as high as $8,000.

How to get civilian jobs with Army and Navy.—Recruitment is by the Civil Service Commission. Go to your nearest first- or second-class post office and consult the Civil Service Secretary there. See "How Civil Service Works" at the end of this section.

Training programs.—While it is the purpose of the Civil Service Commission to furnish the Federal War Agencies with fully qualified personnel, this is now often impossible. It supplies the best personnel obtainable.

To meet the need for trained workers, training courses are given. Congress has provided funds to be allotted to state-owned schools through the Office of Education. With these funds, vocational courses are conducted in which workers are trained for jobs vital to the war-production program. For example, the War Department has arranged through the Office of Education to have training courses set up in various places to train women as well as men for such varied positions as junior optical worker, junior instrument maker, junior lens grinder, apprentice machinist, apprentice tool maker, senior clerk, auto mechanic, inspector of various types of ordnance equipment, storekeeper, engineering aide.

Increased attention is also being given to training-on-the-job for employees not adequately trained, and other training is given for the up-grading of employees to be subsequently assigned to more difficult work.

Other Federal agencies.—While the word "war" is specifically linked with Federal agencies created for the purpose of doing some special war-time job, such as War Production Board, War Manpower Commission, Office of War Information, Office of Economic Stabilization, and Office of Price Control, all Federal agencies are now doing some kind of war work and are therefore war agencies. From now on, employment of women in all these Federal war agencies necessarily must be increasingly on a replacement basis, as men whose duties are not absolutely essential to the war are drawn off by the draft or by volunteering for the armed services. This will mean war-duration jobs for trained women in a great variety of vocations.

Employment opportunities fall into three main categories.—(1) Stenographic, clerical, and office machine jobs; (2) Administrative, technical, and scientific positions requiring specialized training and experience; (3) Highly specialized scientific posts formerly filled only by men, and for which women are now being sought.

Stenographic, clerical, office machine jobs.—These are the jobs, urgently necessary to the conduct of the war, which have drawn thousands of girls to Washington, will draw thousands more. The girls in them are serving their country just as surely as are the boys who go to camp. Applicants must pass written examinations. These tests have become shorter, easier, as demand became more urgent. For a purely clerical position, not even shorthand and typing skills are necessary. Applicants must pass physical tests. Girls who have finished high school, haven't finished college, or who have finished college but have no working experience often can find work in line with the subjects of major interest to them in school. Many government departments now offer in-service training, to help girls qualify for advancement. Those who can type 35 words a minute can qualify as typists; those who can in addition take dictation at 96 words a minute can qualify as stenographers. So great has been the need for stenographers that at one time 60 examiners were sent out over the country to recruit them, give them examinations in their home towns, grade the papers immediately, and put the girls who passed right on the train for Washington.

Typical "in Washington only" positions as announced by the Civil Service Commission September 1, 1942, and their starting salaries, depending on ability, were: addressograph operators, $1,260 and $1,440; alphabetic card punch operator, $1,260; blueprint operator, $1,260 and $1,440; graphotype operator, $1,260; mimeograph operator, $1,260; junior typist,

$1,260; junior stenographer, $1,440; tabulating machine operator, $1,260 and $1,440; photostat operator, $1,260.

Administrative, technical, scientific positions.—For college graduates without experience a large crop of "junior" posts have sprung up in the past few years. A special examination for college graduates was announced by the Civil Service Commission in 1939, and each spring since graduates by the thousands have been examined in about a score of optional subjects, qualifying as junior chemists, junior agronomists, junior engineers, junior physicists, junior economists. Starting salary is usually $2,000.

Almost any professional or business career a woman may have started will find its counterpart in the varied activities of the Federal Government in wartime.

The career woman who wishes to take a war-time position in government should look at the list of open examinations at the local post office to find out whether there is one which fits her qualifications. If so, all she has to do is take the examination and, presuming that she passes it, await an offer of appointment. If there is no examination in which she is interested, she should write a letter to the Civil Service Commission describing her qualifications. The Commission, being the central recruiting agency of the Federal Government, will inform her as to whether there is need for persons with her qualifications and, if so, where the need exists.

In fields of special wartime need, the Civil Service Commission, instead of specifying the closing date for an examination, keeps it open continuously. One such field is nursing. Junior graduate nurses get one year in-service training in veterans' hospitals in the Public Health Service, or in the Indian Service at a starting salary of $1,620 a year; a junior public health nurse starts at $1,800; nursing consultants get $2,600 to $5,600. Architects qualified in design, specifications, and estimating get $2,000 to $3,200; engineering draftsmen, $1,440 to $2,600. Chemists, $2,600 to $5,600. A junior chemist examination at $2,000 was closed to men applicants last June, will be open to women until the needs of the Service have been met. Only women are taking the test for technical and scientific aide at $1,400 to $2,000.

It is usual for positions of this type to be qualified for on the basis of an "unassembled" examination. No written test of set question is required, the applicant being rated on the basis of sworn statements submitted in his application, corroborated by evidence based on investigation and interview. Those who make the most able and best-backed-up presentations of their education and experience are the most likely to get the position applied for. When taking an unassembled Civil Service examination, remember that the person who will read and grade it doesn't know you personally. Where real experience is necessary, state it fully and clearly and offer proof wherever possible. If you expect to occupy a professional position, make your presentation look professional, not amateurish. Each examination announcement states qualifications in great detail and specifies salary.

Highly specialized scientific posts.—The National Roster of Scientific and Specialized Personnel, maintained by the War Manpower Commission, stands ready to list all highly trained women and to make their special qualifications known to any employing agency concerned with the war effort. So great is the shortage in chemistry and some other scientific fields that an effort is being made to search out the "hidden scientists," those who have married and retired from college faculties or high posts in industry. Largest number of women Doctors of Philosophy now registered on this roster are in the field of psychology.

Women university graduates are advised that there is urgent need for women in the following scientific fields: physics, metallurgy, meteorology, geology, radio, and all forms of engineering—electrical, chemical, mechanical, sanitary. A few women engineers are employed at the present time in the Federal Government. The field of engineering will be calling more and more for women to fill vacancies. Women with training in architecture are wanted as draftsmen. Other fields in which openings are occurring are personnel work, public administration, economics and statistics.

How the Civil Service works.—Boards of Civil Service Examiners are located in 5,000 cities—each city having a first- or second-class post office. There are also 13 regional Civil Service offices, usually located in post offices or customhouses. Announcements of current examinations are posted in all these places on bulletin boards. A Civil Service Secretary there will give application forms on request and will assist in filling them out.

Where positions are purely local in nature, announcement of the examination is made locally. This makes possible recruiting of local people for local jobs. Therefore, if you want to work near home, don't write to Washington until you have first consulted your own Regional Civil Service Office.

Thousands of positions, however, are filled as the result of announcements from Washington. If you want to be notified when an examination in which you are interested is next announced, send your name to the U. S. Civil Service Commission, Washington, D. C., or to the Director of the Civil Service Region in which you live. Your request will be kept on file, and when the examination is next announced you will be sent a copy of the announcement and the proper application form. Regional offices are located in Boston, New York, Philadelphia, Winston-Salem, N. C., Denver, Atlanta, Cincinnati, Chicago, St. Paul, St. Louis, New Orleans, Seattle, and San Francisco. By going personally to the Civil Service Commission office in any of these cities, you may obtain expert advice. The Civil Service Secretary in each first- and second-class post office also is informed on the workings of the system and ready to answer inquiries. Any question which is not answered satisfactorily in this fashion may be submitted in writing to the U. S. Civil Service Commission in Washington, D. C.

You will be told when and where to report for an examination by the Civil Service Commission in Washington or its regional office. When your examination has been passed on by the examiners, the Civil Service Commission will inform you of your rating. If you pass, your name is placed on a list of eligibles, arranged in order of the ratings received. The Civil Service Commission does not *give jobs.* Appointments are made by other Federal departments and agencies from the Civil Service list of eligibles.

All positions on the Federal pay roll are quite literally war-time jobs, the ruling being that employment is for the duration of the war and not to exceed 6 months thereafter.

IN THE WAR INDUSTRIES

In the past 2 years, the United States has swung into total war production. Vast new war industries have created new and crowded communities. Older industries have converted to the uses of war. All agriculture has been keyed to the Food for Freedom program.

In the course of this gigantic movement, women by the tens of thousands have gone as workers into the war factories. This was done despite a considerable initial prejudice against them, shown by a survey of employers earlier in the change-over to war production. Women have also gone to work in the fields and orchards.

To manipulate the machines that produce guns, tanks, ammunition, hundreds of thousands of women who have never been in the labor market before will soon be taking jobs. A prediction that 50 percent of the workers on these machines will be women is regarded as not overshooting the mark.

Enormous advances in the proportions of women to be employed in 1943 were foreshadowed by preliminary results of a questionnaire submitted to 1,000 management executives by the magazine, Modern Industry. Exclusive of office employees, the sampling of the Aviation Industry showed 1 percent employed in 1941, 15 percent being employed in 1942, expectation of 65 percent to be employed in 1943; in the Electrical Industry, the percentages ran 6 percent in 1941, 9 percent in 1942, an anticipated 35 percent in 1943; in the Instrument Industry, 10 percent in 1941, 35 percent in 1942, an anticipated 60 percent in 1943; in the Pharmaceutical Industry, 45 percent in 1941, 55 percent in 1942, an anticipated 75 percent in 1943; in the Tool and Die Industry, 2 percent in 1942, an anticipated 20 percent in 1943; Machinery, none in 1941, 10 percent in 1942, an anticipated 50 percent in 1943; Hosiery, 65 percent in 1941, 75 percent in 1942, an anticipated 80 percent in 1943.

Other outstanding evidences of the woman-hiring trend were noted in the Labor Market, publication of the Federal Security Agency. Approximately 21,800 manufacturing, mining, construction, transportation, communication, and utilities establishments reported that of 12 million workers employed in July, 2 million were women. The WPA was quoted as reporting that employment of women in all industries over the past year has risen 2.1 million as compared with an increase of only 1 million men. In Detroit, 26 percent of the persons hired in a recent 60-day period were women. A large producer of radio equipment in New York planned to employ 1,300 women out of a total staff of 1,600.

These women will come from the 4.4 million homemakers in urban life who are under 45 years of age and do not have children under 16; from the 9.1 million such homemakers under 45 who have children under 16; and from the 9.5 million nonfarm homemakers over 45.

Why a factory or farm job.—The woman who takes a factory or farm job has the great satisfaction of knowing that she is each day producing some physical thing which will help win the war. This vital fact has lured many girl graduates of universities and colleges into wage jobs in the war production plants and fields. They argue that they can work with their heads later on, and that while their country needs such service in order that freedom can go on in the world, they will earn a living with their hands and consider it a worth-while part of their life experience.

Orderly hiring.—Fitting women into war industry is a community-by-community job, which must be done with wise forethought to prevent overcrowding, bad housing conditions, outcroppings of juvenile delinquency and child neglect, and frittering away of labor resources.

The War Manpower Commission has been set up by the Federal Government to accomplish use of the entire working force of this Nation—its men, its women, its youth even down to high-school age. This commission also must safeguard children, our future manpower. It is estimated by this commission that something like 6,000,000 additional women must enter the labor force by the end of 1943. These are in addition to 14,000,000 already at work. Not all these women workers will go into direct war production.

But since all civilian production is now being cut to essentials—just what is needed for all of us to carry on the war—all work will become in effect war work. From now on women will also have to "man" many essential civilian services, driving trucks and trolley cars, taking over many of the jobs on newspapers, in radio stations, in telegraph offices, banks, essential retail services.

To assist in this gigantic recruiting job the War Manpower Commission has created a Women's Advisory Committee of twelve members—outstanding women from all parts of the country. They will advise in all matters of major policy as they affect women and the contributions they can make in the prosecution of the war.

General employment policies.—Several governmental agencies concerned with induction of women into industry have formulated some important general guiding policies. Among them are the following:

Equal pay.—The National War Labor Board established as a policy in three cases which came before it the principle of equal pay for equal work for women in war industry. This was hailed by the Federal Women's Bureau as a victory for women workers and for advocates of fair wage policies—a great advance over the situation in the last war. To pay women less than men for the same work undermines the whole pay structure, causing employers to take women on as "cheap labor" and precipitating male unemployment in normal times.

Day care.—The War Manpower Commission has given an opinion that employment by industry of mothers of young children should in general be deferred until all other sources of labor supply have been exhausted. It is granted, however, that there will be exceptional cases in which mothers of young children will be employed—for instance, when the mother's wage is necessary to support an adequate standard of living; when the community is so overcrowded that it cannot house additional workers and must make use of all possible women already there; and when the mother of small children has had special training which will make her immediately and exceptionally useful. In such cases, satisfactory day care for small childern must be set up by the communities. Such day care may consist of (1) *foster family care*, in which the child of a working mother is cared for, under community supervision, by a private family; (2) homemaker service, in which a person is sent into the child's own home to carry on in place of the mother; and (3) by group activities outside the home—nursery schools, day schools, play schools, vacation camps. A Day Care section has been set up by the War Manpower Commission in the Office of Defense Health and Welfare Services to work out the entire problem of safeguarding the children of the women who go into war production jobs.

Pregnancy.—The Women's Bureau and Children's Bureau of the U. S. Department of Labor, in consultation with medical specialists and industrial women, has recommended as a general policy that provisions for maternity care and leave should not jeopardize a woman's job nor her seniority privileges. A minimum of 6 weeks' leave before the birth of a child and at least two months after is considered essential to the welfare of mother and child. It is urged that a woman expecting a child give first consideration to her own health and to safeguarding the health of her child. While some women who are pregnant or have young children may find it necessary to work, the labor market does not justify recruiting them, and they are warned against certain occupations which are especially hazardous during pregnancy, such as work requiring lifting or exposure to toxic substances.

General working conditions.—Women whose lives have been in home and school must become familiar with a whole new working environment. Take the important subject of safety. One college girl said: "Safety is a foreign word until you feel the deadly quality in a plant." Women are working with high explosives. They are working with deadly chemicals. They are working with machinery that could maim or kill. In the war plants' training courses, safety is constantly emphasized. To aid both employers and workers in attaining the best possible working conditions, the Federal Women's Bureau is issuing a series of pamphlets and leaflets. Those issued by the Women's Bureau thus far are: Effective Industrial Uses of Women; Lifting Heavy Weights; Safety Clothing; Hazards to Women in War Plants; Washing and Toilet Facilities; Time for Meals and Rest; Night Work and Shift Rotation. Two other useful publications are When You Eat Out and Work Clothes for Women, which may be obtained from the Office of Information, Department of Agriculture.

War industries employing women.—The list of war industries which women have already entered to a large or small extent includes: Aircraft and Parts; Small Arms and Artillery Ammunition; Agriculture and Canning; Communications; Chemicals (industrial); Chemical Products; Electrical Machinery; Firearms, Guns, Gas Masks, Parachutes; Machinery; Machine Tool and Machine Shops; Radio Parts and Equipment; Rubber Goods (industrial); Scientific and Professional Instruments, Photographic Apparatus and Optical Goods; Surgical, Medical, and Dental Instruments and Supplies; Ship and Boat Building and Repairing; Sighting and Fire Control Equipment; Tank and Auto Parts and Equipment; Transportation; Utilities; Oil Refineries; Mines; Lumber and Saw Mills.

To this should be added the whole familiar and tremendous field of civilian goods and service, since keeping essential civilian life going is part of the over-all planning for war industries.

Women have proven worth.—Two years ago, when little use had been made of women in the war industries, the Women's Bureau of the Department of Labor drew up a list in eight categories of the jobs that women could do. *Now large numbers of women are doing all of these things.*

This list two years ago included: (1) Manipulative skills, such as operating machines, drill presses, milling machines, light punch and forming presses, bench and watchmakers lathes, burring and polishing lathes, light-duty automatic screw machines, and light turret lathes; also assembly work requiring use of hand tools, sheet metal forming and riveting and hand finishing by filing and burring; welding; soldering; electrical work; spray painting. (2) Inspection, including visual, by gage, and by calibration, and checking and testing raw materials. (3) Packing. (4) Factory service, such as production planning and routing, drafting, timekeeping. (5) Supervising. (6) Training. (7) Personnel relations, such as interviewing and hiring women, nursing, and welfare work. (8) General office clerical work.

High-pressure production for two years has proven that women *excel in the tasks that require sharp eyes, suppleness of wrist, delicate touch, repetitive motion, exactness.*

Employment of large numbers of women has also been made possible by breaking down tasks which have heretofore required years of training, or a man's strength, into their component parts and assigning to women the operations they can do.

How to look for a job in war industry.—Military regulations forbid the publication on a nation-wide scale of names of war industry plants or numbers of employees. However, in each locality, the most available industries and the approximate size of their working forces are well enough known to indicate labor opportunities. Where the labor situation is not complex much hiring is done directly by the plants. However, the problems of war have brought to the fore the services of the United States Employment Service. If you are seeking a job in any of the war plants in your vicinity, go to your nearest office of the United States Employment Service and register. If you have no training, you will be referred to training facilities. For the great mass of women's jobs in war production most of the training courses are no more than 6 weeks in duration, many are even shorter. In many plants training is given right on the job. For unskilled jobs there are no educational requirements, but aptitude tests are often given by the Employment Service and have proven most helpful in putting the right person into the right job.

How USES works.—The United States Employment Service is an agency which for the past 9 years has been serving both workers and employers, fitting people to jobs throughout the United States. Its offices were State-operated until January 1, 1942. Then the many State-operated employment services were brought under one central control at Washington because of the necessity of a national, coordinated effort to locate, train, and place in the war industries the rapidly increasing numbers of men and women required for mass production. The USES functions through 1,500 full-time offices and twice that number of part-time offices.

The Employment Service urges every employer to give it, far enough in advance to enable it to find the workers he needs, a list of job-openings which he expects to have at any given time, and the requirements for each job by occupation and skill. It asks the employer not to advertise for workers and particularly not to hire workers away from other employers, but to give the Employment Office a chance to send to him qualified people who are unemployed or employed in a nonessential capacity. Every other month, officers of many of the important war establishments sit down with representatives of USES to size up labor needs.

The Employment Service keeps in closest working relationship with all labor-training programs. Knowing the employers' needs, it can give the right recommendations on training applicants to fill those needs, and can refer applicants to training courses most likely to result in getting jobs.

To each worker the Employment Service says: "You can speed up the war production of your country by getting the job you can best do and which needs most to be done. Your local United States Employment Office exists for the purpose of fitting workers to jobs."

War Training Programs.—Women who have had no experience whatever in running machines must become lathe operators, riveters, drillers, welders, metal workers of all types and descriptions. That in itself means one of the biggest training programs on which this Nation has ever embarked.

So closely is the pressing need for training linked up with the whole question of man and woman power, that the vocational training functions of the Federal Government have been placed under the War Manpower Commission, and the U. S. Office of Education maintains a representative in each of the eleven regional offices of the War Manpower Commission.

Women are welcomed into each of the three great training programs which help workers to prepare for and progress in war jobs.

By far the greatest of these programs is *Vocational Training for War Production Workers.* In the past 28 months, 3,100,000 persons have been trained for war work under this U. S. Office of Education program in 2,500 vocational schools. Women did not enter these courses in any numbers until about 9 months ago, and only 140,000 of those trained have been women. By and large, these were mostly women already used to industry who were refreshing old skills or changing over from peace to war operations. From now on, the numbers will increase rapidly, and will consist more and more of women absolutely new to industry. Classes are of high school level, and are concentrated chiefly on machine manipulations, assembly, and inspection work. As of August 31, enrollment of women in these vocational training courses was 61,826 of which 45,546 were being trained to take jobs and 16,380 were studying to advance themselves. Women constituted around 26 percent of those training to enter industry. It is estimated that 100,000 women will be enrolled in vocational training courses by December 1942.

The second of these programs, the *Engineering*, *Science and Management War Training Program*, offering intensive courses of college and postgraduate character, is conducted in some 175 colleges and universities by the U. S. Office of Education. The women taking these courses naturally will be few in comparison with the great numbers to be trained in the vocational schools. But women who are qualified for such specialized training should take advantage of the unusual opportunity, created by war necessities, to obtain higher education in classes offered free by the Government. These courses cover a great variety of subjects, often keyed to local needs. In California, for instance, a woman might train as a petroleum inspector and go to work in an oil refinery. In the East, she might be trained to become a detailed draftsman, a physicist, or a chemist. If she has had the education and the aptitudes necessary to qualify for some of the higher courses, she might, as one instance, train for and get a job in aerodynamics. An estimated 13,000 women are currently enrolled in the ESMWT program.

Many industries conduct *In-Plant Training Courses*, set up by the industry itself with the expert advice of the War Manpower Commission. Admission to many of these courses is no more difficult than showing promise in an aptitude test. In a few of the skilled trades, such as printing, women also enter on the longer apprenticeship programs and their numbers have been somewhat increased as a result of the war.

Women have been admitted in large numbers to a within-the-government training program. In government-owned and government-operated arsenals, air depots, navy yards, quartermasters' depots, courses are organized for new workers and those seeking promotion. The U. S. Office of Education conducts these courses at the request of War and Navy Departments.

With the opening of high schools and colleges in September 1942, the whole curriculums were newly organized for war purposes.

The American Council on Education recently issued a bulletin urging college girls to take enough mathematics and science to provide for specialization in work needed for war, and to take courses not because they want them but because they are useful in the war effort.

"Production cannot wait," this bulletin stated. "Under present conditions, women students should plan their individual programs to equip them to fill a position at the end of any semester in case the crisis becomes so acute that the national interest demands their services."

Fields in which women were advised to take specialized training were: Health, including physicians, dietitians, nurses, laboratory technicians, experts in public health, bacteriologists, chemists, psychiatric social workers, occupational therapists, physiotherapists, and pharmacists; Diplomatic Services and Special Investigation, including linguists, mathematicians, and specially trained secretaries; Scientific Research, including physicists, chemists, geologists, mathematicians, agriculturists, and home economists; Business and Industry, including engineers, mathematicians, statisticians, accountants, and secretaries; Schools and Colleges, including teachers, nursery school experts, and psychologists.

Training for physical fitness was also emphasized as follows: "The student should be constantly reminded that illness slows down her efficiency, uses up the skill of doctors and nurses who are urgently needed for war services, and consumes valuable drugs and medical materials. In physical education departments, student health offices, and food services, the college has the facilities for a concentrated physical fitness program."

A complicated task.—The USES has catalogued more than 1,800 war occupations suitable for women, and about 900 nonwar occupations suitable for women. Matching the requirements of thousands of different occupations with the qualifications or potentialities of millions of workers is obviously a task requiring all the skill and information which the Employment Service has amassed in its years of experience. For instance, if an employer changes from a peacetime industry to the making of some type of munitions, he may not even know what skills to look for in his workers. On the basis of similar change-overs in other places, the U. S. Employment Service can give him detailed job descriptions, training data on all the occupations involved, information on which occupations are suitable for women, and a list of "job families"—jobs that are related to the ones which he has had in his plant and from which he can make a transfer of skills. It also may give applicants aptitude tests, so that the employer will know what applicants may be most quickly and satisfactorily trained.

Geographical areas of opportunity.—Women war workers are not needed or wanted equally in all parts of the United States. For example, a current list of industrial areas in which substantial opportunities now exist or are anticipated includes the following:

Springfield, Mass., and Bridgeport, Hartford, New Britain, and New Haven, Conn.

Buffalo, Elmira, Sidney, and Binghamton, N. Y.; Elkton-Perryville and Cumberland, Md.; Hampton Roads, Va. Also Washington, D. C., for Government workers.

Detroit, Mich.; Louisville, Ky.; Ravenna-Warren and Akron, Ohio.

La Porte-Michigan City, Ind.

Childersburg and Huntsville, Ala., and Aberdeen, Miss.

Little Rock, Ark., and Tulsa, Okla.

Texarkana, Tex. and Ark.

Ogden, Utah.

San Diego, Calif.

Women who live in these places might find the present an opportune time to register at the local employment offices. Of course there are many other localities where women workers are wanted. In regions of little demand it may take some patient waiting to fit into war production but the list of areas of opportunity will inevitably increase.

How Women Fit Into Typical Industries

Representative of the way women are helping win the war on the production fronts of industry and agriculture are the following summaries of large woman-employing industries:

Aircraft and parts.—In October 1941, only 2,000 women were on the production lines in aircraft assembly plants. After Pearl Harbor, that number quickly doubled. By April 1942, there were about 17,500 women in the principal plants, yet in nearly half the plants women were still less than 5 percent of the production workers. Since then they have been hired in increasing proportions. By August, approximately 63,000 women were working in aircraft assembly, engine, and propeller plants.

As a conservative estimate, the Women's Bureau states, at least one-third of the jobs in the aircraft assembly plants could be done by women.

Girls in airplane assembly plants install powerlines, electrical systems, pedals, control parts, fittings. They rivet surfaces together. They sew the fabrics. They are experts at drilling holes. They do subassembly with handtools. They hand-finish sheet metal parts. They inspect at many stages of the work. They do the "spaghetti work" behind the instrument board, assembling the wires that are the life-lines of the bombers. They work with plywood; help in the paint, heat-treat, and anodizing departments.

Entrance rate of pay is the same for men as for women in almost all the assembly plants, and promotion is on the same basis with rates set according to the job. The entrance rate is usually 60 cents an hour. After three months, it goes up to 75 cents an hour. Top rate is $1.10 to $1.20 an hour. Highly specialized jobs may rate more pay.

A great opportunity for women's employment exists in the subassembly plants, because the parts and plane sections are comparatively small.

Opportunity for advancement in the airplane industry is good. A large proportion of women can be upgraded through training to fill positions requiring high degrees of skill and responsibility.

Ammunition.—By far the largest woman-employer among the major war industries is ammunition, including artillery ammunition and small arms ammunition. In some of these plants, many of which have been built in the east, middle west, and south, women can do from 70 to 90 percent of the jobs, and the estimate is that approximately two-thirds of the labor force of the entire industry may be women. It is estimated that 200,000 women will be at work in ammunition plants by the end of the year 1942.

Jobs that women can do in the making of artillery ammunition include: Machine operations on metal parts, and their assembly and inspection; machine operations on detonators, fuze primers, boosters, etc., and their assembly inspection, loading, and packing; body and head machine operations on propellant primers and their assembly and loading; projectile manufacturing in which women work on the lighter munitions; light machine operations, inspecting and packing of cartridge cases; cleaning threads and miscellaneous light jobs on projectile loading and the lighter jobs in case loading and assembly; and practically all bag-loading operations. Because of their finger dexterity and patience, women are particularly adept at working with primers, detonators, and fuzes. In checking dimensions and weights women use micrometers, gages, and scales. An extreme instance of precision work is the job of a woman who uses tweezers to pick up very small paper disks which she weighs to make certain only one disk at a time is being used in loading the percussion elements for a primer.

Training.—Most of the training is done within the plants. A few women instructors and supervisors have been sent to Government arsenals for training.

Pay.—The principle of equal pay has not been effective in this industry. Beginning rate for a woman is 45 or 50 cents an hour. Top pay is usually $1.10 to $1.20 an hour.

Agriculture.—Girls driving trucks and tractors have suddenly become a familiar sight to those who travel American highways. Women helped get in the 1942 fruit crops of the west coast. Women helped get in midwestern crops. War Manpower Commission statisticians estimate that 70 percent more women were working on the farms in the summer of 1942 than in the summer of 1940.

This was because more than a million people had left the farms, families pulled to new industrial areas, men gone in the draft, girls gone to war jobs. More will go. Yet crops must be planted, cared for, and harvested to feed our civilians and our armies, and to feed our allies. In the face of labor shortage, production must be stepped up.

The Department of Agriculture has outlined to Congress five necessary steps to meet the farm labor shortage: (1) Keep on the farms as many experienced managers as possible. (2) Recruit more industrial labor in the cities. (3) Use the services of *more women* and young people, training the inexperienced. (4) Develop efficient ways of transporting migrant farm workers to areas where they are needed. (5) Take good farmers off poor land and put them on good land.

The first women to go in numbers to the field have been the farm women, already familiar with farm ways, and they will be used more and more next year. But women from the cities will also be needed on the farms. Their use will depend upon the extent to which training and transportation can be provided.

The War Manpower Commission, in joint operation with the Department of Agriculture, has taken over the important task of getting help to the farms when and where it is needed. For farm and food-processing jobs, just as for war factory jobs, hiring is done through the United States Employment Service. In all of the 1,500 employment offices, farm placement people are available for advice, and in addition, the USES has opened thousands of volunteer farm labor recruiting offices.

In many towns and cities the Government has opened night schools to train women and girls to operate farm machines. A large harvester company has organized night classes at dealers' headquarters all over the grain belt to teach girls how to run tractors. High schools and colleges serve as training centers. On farm as in factory, training in the less-skilled type of labor is often on the job, the experienced teaching the less experienced.

Pay.—An effort is being made to bring into agriculture the same sort of orderly pay-scale arrangements that prevail in other industries. Volunteer wage standards should be maintained for all farm workers, and this is being done through setting up wage boards which hold hearings to decide the prevailing rate of pay. The pay scale varies in different sections of the country. Under Federal ruling, men and women engaged in interstate industries must be paid at least 30 cents an hour.

Working conditions.—Employment of women on farms brings up problems of health, housing, and transportation. These are discussed in a booklet which may be obtained from the Federal Women's Bureau, "Guides for Wartime Use of Women on Farms."

Special war crops.—Agriculture, like industry, has its unusual war jobs. For example, the guayule rubber industry of Salinas County, Calif., was faced with a male labor shortage and tried out a hundred women as weeders. It worked so well that eventually more than 1,700 women were recruited from a 30-mile radius around Salinas to save the young guayule crop.

Communications.—In the telephone, telegraph, radiotelegraph and cable field, labor has become scarcer as messages mounted. This has resulted in appeals to the public to send only necessary messages and in using of women and girls for jobs previously done by men and boys.

At the end of 1940, over 60 percent of the 300,000 employees of telephone companies were women, mostly operators and clerical employees, but some in higher posts. There were also a few women lawyers and engineers, and around 250 draftsmen, a few supervisory foremen, and some 30 maintenance and construction workers. In 1941, telephone personnel had to be increased by 57,000 and 74,000 more hirings were necessary to fill vacancies. Far larger hiring figures will be tallied in 1942. While the telephone companies were still expressing a preference for men in their higher-paid posts, they were gladly granting women a place in the technical telephone field, when qualified women applied.

Radio has been a young man's industry, and so especially susceptible to the draft. Of the 5,500 qualified radio engineers, more than 1,000 have already entered army and navy and their recruiting continues by nationwide broadcast. As a result, women's colleges, among them Vassar, have opened training courses for girl technicians.

Finding it harder and harder to recruit boys for messenger work, Western Union began recruiting girls, now has 2,000 of them at work in cities of great message-load. Eighty are used in Washington, D. C., to carry messages between downtown office buildings and Government departments. Their use is considered very successful. They have to be 18 years old. They get $100 a month. They buy their bicycles from the company as they work, paying a third down and thereafter $1.25 a week.

Chemicals and chemical products.—This industry has a marked preference for men, yet inability to get men workers has caused the employment of women. It is estimated that essential industrial needs for graduate chemists and chemical engineers during 1942 will be from 2,000 to 3,000 more than the schools can put out or that otherwise will become available. Women as well as men are admitted to the chemistry courses offered by the Federal Government and described earlier in this article under the heading War Training Programs.

Machinery.—Women are beginning to enter the various branches of machine manufacture. Of 47 occupations in metal working industries in which labor shortages are expected to develop, 17 are wholly suitable and 22 are partially suitable to women. However, in 7 major New England firms, only 7 percent of the working force was women prior to September 1942, as against 45 percent women in the British machine tool industry. The percentage was even less in midwest industries. A large increase in women hirings was expected in the last months of this year to replace men called up by Selective Service.

Rubber goods.—Women constitute more than a fourth of the industry's labor force. Several large companies each employ more than 1,000 women, mostly on the production line. In Akron, Ohio, women will constitute 70 percent of the future hirings. They are employed in making life rafts, landing boats, flotation bags for planes forced down at sea, rubber vests, self-sealing gas tanks, and parts for gas masks.

Scientific, optical, and surgical instruments.—Women are adept as instrument makers because of the precision required. The proportion of women in the plants which make the instruments which direct weapons runs as high as 50 percent. Women have also been taken on extensively for making dental, surgical, and optical instruments. Special machining of dental burs and breaches in about 150 styles is done almost exclusively by women. They also test and inspect the sensitive pieces that go into gyroscopic instruments.

Shipbuilding.—Women are being used more and more in the shipyards, mostly as shipfitters' helpers, subassembly welders, and painters. At one Brooklyn Navy Yard they are now being used as chauffeurs, welders, burners, and small machine operators. They are also sewing in the sail lofts, doing repair jobs, and of course serving as clerical help.

Transportation.—In 1940, the *railroads* employed 47,000 women, mostly secretaries, stenographers, typists, office machine operators, and switchboard operators. With increased transportation loads traveling over all the railroads of the country, their numbers have materially increased. So have the numbers of women in the better paid positions—passenger traffic representatives, freight traffic representatives, train stewardesses, city ticket agents, station agents, timekeepers, accountants, cashiers, bookkeepers, car tracers, rate clerks. In 1940, 400 railroad women got salaries of more than $2,400; 2,300 got salaries of more than $2,000. Now women are beginning to be employed in the more unusual railroad jobs, replacing men from the day-laborer level on up to ticket agents in sizable cities. In a few cases they are crossing flagmen and signal tower operators. They load and arrange materials in railroad storehouses, keep records, load and unload supplies. In roundhouses, they work as engine wipers, and pick up the scrap iron and wood left by repairers. One of the eastern railways has started training women college graduates as ticket agents and administrators in the traffic department. The Women's Bureau of the Department of Labor has served as consultant on standards for working conditions for women taking railroad jobs.

Air transport offers the modern miss a modern method of making an interesting life and livelihood. Twenty percent of the employees in air transport are women. Thirty percent will be women by the end of the year. Their stewardesses no longer have to be trained nurses, but still must have had one year of college. Other air transport jobs: making pressure charts, housekeeping both aircraft and station, secretarial and clerical work, giving information to the public.

Motor transport—driving commercial buses and trucks—employs very few women, could employ more. Women are now driving trucks carrying jeeps and ambulances from Detroit to seaboard cities; a few women drive buses.

A recent Federal report estimates there will be 300,000 women in transportation before the war ends, an increase of 180,000 over the present 120,000.

Civilian goods.—Our armed forces are large, but they are still small in number as compared to the numbers of civilians. Even though the armed forces require about three times as much food and clothing when in this country, and about ten times as much on foreign duty as do civilians, even though the metal industries are largely converted to war production, it still requires more workers and more plant facilities to feed and clothe civilians than to care for the armed forces. This work must go on. When men are called into service from these industries, women must fill in the production gaps.

In the making of men's suits and coats, women constitute 60 percent of the workers and that percentage will go up. In the women's garment trades, women already constitute between 80 and 90 percent of the workers. In the making of underwear and the knitting of stockings and socks, women are doing well over half the jobs. The percentage of women in the shoe industry has risen from 40 to 50 percent and will go higher. Necktie and cap making come very close to being all-woman industries. In manufacturing other than munitions, the working forces have in general been about half men and half women since 1940. From now on, the weight will increasingly fall on the women's side of the balances.

The needle-work trades, however, have presented a special problem in that the change from peace to war industries has thrown many skilled women out of jobs, particularly in New York City.

IN BUSINESS AND THE PROFESSIONS

As the Army and Navy inducts into military life more and more doctors, dentists, nurses, teachers, bank tellers, newspaper reporters, and other business and professional people, some one has to take their places in civilian life. War also causes the creation of new professional jobs such as the specialist who must set up new day care programs for young children of women working in war factories and the paid personnel with service organizations such as the American Red Cross and USO.

Each community and section of the country can compile its own list of professional opportunities opening to women through the exigencies of war, enabling them to do a trained service for community and country, and thus free another person for active warfare or war production. For the country as a whole, the Institute of Womens Professional Relations, Connecticut College for Women, New London, has conducted research, repeatedly referred to in these pages.

A few examples of war jobs for women in business and professional fields follow:

Banking.—About 65,000 women are now employed in banks, about 25 percent of the total personnel. They are there because they proved their value to the financial world during the last war. Prediction is that if this war should continue another two years, their numbers will be doubled. A general high school education is required. Girls start in the junior clerical classification and work up under a system of promotion in the ranks made possible by special training courses. The American Institute of Banking offers a total of 18 courses in law, economics, accounting, investments, trusts, credit, and other financial subjects.

Day Care.—The nursery school specialist and child psychologist will soon find her special training in great demand as communities organize for the day care of the children of women who are working in war plants.

With some stimulation from the Government, particularly through the WPA nursery school program, the number of nursery schools in this country has more than trebled since 1936. But their total is still so small as to be the merest sampling of what has to be done to make possible the actual physical care of children whose mothers are doing war work and to start young children of this country on the education they will have to have as a new generation faced with the task of remaking a war-shattered world. Already requests are coming to this Government from the other American republics for trained nursery school people. Some 200 colleges and universities of this country have reported that they maintain nursery school or kindergarten laboratories, some as part of academic courses and some in connection with colleges of home economics. High schools also, as part of Victory Corps activities, are setting up nurseries to serve the double purpose of caring for children of women in war plants and to give young girls taking home economics practical laboratory experience in the care of children. Some high schools already were maintaining nursery schools as laboratories for young girls taking courses in family life education or preparing for vocational work as nursery assistants. After-school care for older children brings in another large field. While the national day care program is now only in its beginnings, it seems certain to offer broad opportunities for trained supervisors, psychologists, nutritionists, women trained in music, art, construction, gardening, dramatics, nature lore, and physical education.

Women who are qualified for this work and are seeking a job in this field should apply to their State or local Department of Education since these agencies will have charge of personnel of nursery schools established with federal funds. A few experts will also be employed by State Welfare Services. Cooperative community nursery schools are often started by individual enterprise, women pooling to supply the salaries of trained supervisors for their children.

Education.—Shortages are apparent in teaching fields from which men have been drawn by war services. They also appear where women have taken better paying jobs in defense industries and government service.

Probably the most acute shortage is in small rural schools. In more than a fourth of the States, teachers' salaries are under $1,000 a year, as against $1,260 to $1,440 at starting salaries for clerical and typing jobs in government. The drainage off of teachers and potential teachers into war jobs has resulted in the issuing of emergency permits to teach in approximately three-fifths of the States. Since the rural school, which is the very bed-rock of our free educational system, employs about half of our teachers, girls qualified as teachers by high school education and additional teacher training could engage in no more patriotic war service than the peacetime job called teaching school.

In village and city elementary school and high schools the greatest shortages in order of the acuteness of the need are listed in a federal survey as follows: (1) Teachers of agriculture. (2) Teachers of industrial arts, and of trade and industrial subjects. (3) Teachers of general science, physics, and chemistry. Half the States have reported shortages in these subjects and no State has reported a surplus. (4) Teachers of physical education. Some men teaching these subjects who have been called into the armed services have reported that women could take their places in an emergency. (5) Public school nurses and teachers of health subjects. If the war continues long, tragic conditions are unavoidable unless there is planning and preparation to prevent nurse shortages and to encourage fitness programs. (6) Mathematics teachers. Women well versed in mathematics are wanted as teachers, especially in the smaller places. (7) Teachers of business and commercial courses. Here the shortage is likely to increase because of the numbers of business-trained women going into government and war industries. (8) Home economics teachers. This is a shortage that tends to grow in spite of the fact that married women whose husbands have been called into service are returning to their former vocations in the home economics field. The war emphasis on nutrition has given great impetus to teaching of home economics.

In spite of all these shortages, there are surpluses of teachers in some of the big cities, and in a few subjects. In twelve States, surpluses have been reported in teachers of history and social studies. Seven States have reported a surplus of English teachers and none has reported a shortage. Four States have surpluses of foreign language teachers. In New York and some other large Eastern cities, there are surpluses in almost every field.

To apply for teaching jobs—

In these 15 States, address the State Department of Education Placement Service: Alabama, Delaware, Florida, Idaho, Maryland, Maine, Massachusetts, Minnesota, Mississippi, New Hampshire, Oklahoma, Pennsylvania, Texas, Vermont, and Wyoming.

In the following 15 States, call on the free placement service provided for public school teachers by the U. S. Employment Service's State office: Arkansas, Colorado, Georgia, Idaho, Indiana, Iowa, Kansas, Kentucky, Maine, Missouri, Nebraska, North Dakota, South Dakota, Utah, and Wisconsin.

In these seven States, the State Education Association provides a free placement service: California, Michigan, Montana, North Carolina, North Dakota, Oregon, and South Carolina.

Many teachers still get jobs by individual application, dealing directly with Boards of Education. There are also more than 80 private teachers' agencies in this country. The usual charge is 5 percent of the first year's salary in the position obtained through them.

Medicine.—The shortage of civilian physicians should stimulate more women to enter and to return to the medical profession. However, at least one State medical school has closed its doors to women "for the duration." In 1940, there were 7,470 women physicians in the United States and all but 6 of the 77 medical schools admitted women. The training is long and aruous, 4 years medical school and 2 years internship in addition to 4 years college. Internships, residences, and fellowships for women in the medical field have tripled in recent years. Women have made an especially strong showing in the field of mental hygiene and psychiatry. Of women graduated as physicians from accredited medical schools, only 1 in 3 continues a life career in active practice. Women physicians who have married and retired from practice should if possible, take refresher courses in order to be able to serve their country and their communities in the war emergency.

Nursing.—Because of the dire need of this Nation for nurses, in civilian life as well as in Army, Navy, and public health services, Congress has appropriated $3,500,000 to stimulate nursing education. Present facilities to train nurses will be enlarged, new training centers will be established in connection with colleges and universities in strategic areas throughout the country. Every girl who is qualified to become a nurse is urged to enter training. About 20,000 additional students are needed for the January and February 1943 classes to complete the 55,000 quota needed before July 1, 1943. There is every possibility that 65,000 students will be needed for the school year 1942–43.

In addition to the new crop of nurses which must be coming on, retired nurses should return to duty in the hospitals of their communities. It is estimated that approximately 100,000 nurses have left nursing for other work or for marriage, and are lost to the nursing registries. Refresher courses are offered to facilitate their return to active duty.

Enough women must go into nursing *now* to replace the nurses called into war service, to help shoulder the added burdens of the lessened numbers of doctors, to safeguard the health of workers in the war factories, to help teach the people better care of their health so as to relieve the overload on hospitals and doctors, to check up on children in the schools and prevent the spread of diseases which break out under wartime conditions, to educate the public in mental health so as to lessen the psychological impacts of war.

Special advantages.—Nursing has become a field which offers many interesting vocations aside from bedside care of the sick. The trained nurse of today has a profession which can carry her forward into more and more interesting fields of service. She can go anywhere and find opportunities. She can marry and raise a family with the serene knowledge that she has a skill which could be brushed up and put to work at earning a living at any time anything happened to her husband. She knows she is helping humanity when its need is greatest. In the post-war reconstruction period, nurses will also have great opportunity for foreign service in all parts of the world.

Pay.—The institutional nursing, nursing education, and public health nursing fields offer salaries from $2,500 to $6,000 yearly and even higher.

For further facts about nursing, write Miss Florence Seder, National Nursing Council for War Service, 1790 Broadway, New York City.

Pharmacy.—This is another of the many fields necessary to the safeguarding of civilian life in which women may be used to replace men called by their country. Opportunities are opening in the great pharmaceutical laboratories as well as in the retail drug field. In order to be able to take an examination as a registered pharmacist, it is necessary to be a high school graduate, to be a graduate of an approved school of pharmacy, and to have had one year of practical experience. Salaries are around $30 and $40 a week. Positions may often be obtained through the school of pharmacy from which the woman is graduated.

Journalism.—In this war, as in the last one, more women are working in newspapers and general writing fields as a result of men going out into fighting fields. One Tennessee daily has an all-woman staff. A newspaper in a midwestern city tried an all-girl copy desk. Girls instead of boys are being used to run copy. The press associations are hiring more women reporters. But there is no real labor shortage, and specialized training is required for positions which still are comparatively scarce. Positions are obtained by individual application.

War work organizations.—In the last war the expression that a young woman of professional training had gone into war usually brought visions of Salvation Army lassies, Red Cross canteen workers, and uniformed girls on duty in the recreation rooms of the "Y." These same organizations under somewhat different plans and conditions give career-opportunities to women today.

American Red Cross.—In this war, the American Red Cross is the only organization permitted to send its members to serve with the troops in foreign countries. Whereever our fighting forces go into foreign lands, the Red Cross military and navy welfare service goes along to organize recreation programs in clubs and hostels and to make life pleasanter for the men in Army and Navy hospitals. In this country, this Service functions only in the hospitals of the military camps and naval bases. Women who enter this work must be between the ages of 25 and 40, must not have husbands in the armed services at the time they take the job, but are not dismissed if their husbands later enter military duty. A high degree of training and experience is required. Overseas positions fall into three categories: (1) Recreational work, requiring trained skill in music, dramatics, the arts, outdoor sports, and organization experience.

(2) Medical social workers in the hospital recreation program, requiring both recreational skills and scientific training in occupational therapy. (3) Secretarial help. Service in this country includes only the last two categories. Salaries range from about $100 to $150 a month for secretaries on overseas duty and $135 up to $225 for social and recreation work personnel. Apply to Personnel Director, American Red Cross, Washington, D. C.

United Service Organizations.—The USO comprises six of the voluntary organizations remembered for gallant service records in the last world war—Salvation Army, Y. M. C. A., Y. W. C. A., National Catholic Community Service, Jewish Welfare Board, and National Travelers Aid Association. As well as offering recreation to soldiers in transit and on leave throughout this country, the USO has an Overseas Division which sets up recreation centers in such outlying territories as Alaska and Hawaii at the invitation of Army and Navy. Each of the six agencies hires and trains its own workers. The whole nation knows the club directors and the assistant club directors of the USO who organize the entertainment of servicemen and the athletics of factory girls, and give advice on personal problems. Applicants must be at least 23 years of age, be a U. S. citizen, have social service and recreation training and experience, and have excellent physical health and stamina. Apply to the personnel director of the individual agencies through National Headquarters of USO, 1630 Empire State Building, New York City.

AS VOLUNTEERS

Modern warfare has created a new necessity for community protection. Civilian population as well as fighting forces are targets for enemy bombing. Cities must think in terms of how fast an airplane can fly over the top of the world as well as about how long it takes ships to cross the ocean. The interior of Arsenal America is filled with munitions and materials which must be guarded from sabotage. The fire-watchers' tower in the forest fastness has to have its counterpart in battalions of trained eyes in the towns. Women who don't go off to war must be increasingly the very backbone of this work.

There are in this country about 400 local areas, involving more than 1,000 communities which might be termed critical defense areas because of the concentration of military personnel or industrial war workers. In most of these places, population has risen rapidly, outrunning community facilities such as schools, recreation centers, and health clinics. Women have swung wholeheartedly into furnishing community services to these areas and must continue to do so as the need is still great.

The things which happen to human beings in war have been more terrible under the onslaught of the Axis than ever before in history. The victims of Germany and Japan must be helped. The American people have to be schooled in a new stamina to conquer a barbarism which by all standards of ordinary common sense is inconceivable.

The field of working with the problems of human beings has been pioneered by women, and in that field they are preeminent. Where their good works were once done in a casual and individualistic fashion, a new spirit of professional pride in the job has sprung up. The woman volunteer of today, whether available for full-time or part-time war work, takes training, keeps her work up to a high standard of quality and dependability. Volunteer service is one field in which women actively may help to hold some of the social gains made in the past decade.

Office of Civilian Defense.—The OCD divides into two main branches, The United States Citizens Defense Corps and the United States Citizens Service Corps. Each must have its dependable staff corps capable of putting in long hours in an emergency.

Citizens Defense Corps.—In this corps, which is organized to minimize the effect of enemy action on life and property, women volunteers now work as: drivers, messengers, air raid wardens, in emergency food and housing services, in medical services as physicians and trained nurses and nurse's aides. As the draft accelerates it seems more than likely that women will have to replace men volunteers. They will hold a bigger share of the air raid warden posts and more of them will enter such services as fire watchers, auxiliary firemen, and auxiliary police services. From twenty to thirty-eight hours class training and drill are required to earn the OCD insignia and operate in these fields.

By all odds the most needed of these services, so far as women are concerned, is that given by the Nurses Aide Unit. Here Volunteer Nurse's Aides, trained by the American Red Cross, assist registered nurses so that they may serve a greater number of patients with their specialized and scientific skills. The nurse's aides take on such important and necessary tasks as cleaning and sterilizing equipment and feeding helpless patients, as well as carrying trays and other routine sick room tasks. In time of emergency, as regular members of an emergency medical service field unit team, they assist in the treatment of civilians on the scene of emergency action, or in casualty stations. Aides must be between the ages of 18 and 50, and must complete 80 hours special Red Cross training, which includes 45 hours of supervised hospital work. They are also pledged to complete, within one year of becoming a member, 20 hours of first aid and to give 150 hours volunteer work as a Nurse's Aide.

Citizens Service Corps.—War services which are carried on by unpaid civilians under this corps fall into the following general classifications: Salvage, War Stamps and War Bond Sales, Family Security Services, Child Care Services, Health and Hospital Services, Nutrition Services, Consumer Programs, Housing Programs, Recreation and Youth Group

Services, School and Education Programs, Library Services, Information Services, service as Neighborhood or Block Leaders, and Other Wartime Services. Women are active in all of them.

Candidates for this Corps qualify for membership by (1) completing a prescribed training course; (2) completing a prescribed apprenticeship; (3) completing 50 hours of volunteer work for which no specific training course is required.

Most of these services are explained by their titles which bring mental pictures of women collecting the scrap, selling war stamps and bonds, assisting in day care programs for children of working mothers, advising on food buying and helping in group feeding projects, leading consumer discussions and promoting clothing clinics, giving services to soldiers on leave, teaching Americanization classes.

Of special note, however, are the Neighborhood or Block leaders. The OCD is urging the adoption of the Block System, a natural avenue for action by women, by every town and city in the country, and the Extension Service of the Department of Agriculture is fostering its use in rural areas. Under this system, the community is organized for action in the field of civilian war services—salvage, car-sharing, nutrition, stamp and bond buying, growing victory gardens, sharing the meat—just as it is organized for action in an air raid. Block leaders are chosen in each block or neighborhood. They report to a sector block leader who in turn reports to a zone leader. On the block leader rests the responsibility for attending such meetings and reading such materials as are necessary for her to give a sympathetic explanation of the program to her neighbors and swing them into action.

To volunteer for such services, go to your local Civilian Defense Volunteer Office or your local Defense Council.

American Red Cross.—The Red Cross Volunteer Special Services, familiar in this war as in the last, have a total enrollment of nearly 3,000,000 women, who perform a variety of volunteer duties in the following corps: Production, Canteen, Motor, Volunteer Nurse's Aide, Hospital and Recreation (Gray Ladies), Home Service, and Staff Assistance.

The largest service is the Production Corps, which in the year ending June 30, 1942, turned out more than 71,000,000 surgical dressings and 6,500,000 garments including thousands of knitted articles.

The more than 9,000 Gray Ladies of the Hospital and Recreation Corps perform many services for patients in military and civilian hospitals.

The Canteen Corps with 25,362 members, specializes in emergency feeding. A total of 100,000 canteen aides has been trained to help this Corps in emergencies.

The Motor Corps, active in about 850 Red Cross chapters, has a personnel of approximately 12,000. Its members are trained in first aid, map reading, and motor mechanics. They drive on assignments from the Red Cross chapter, and occasionally give special services to the armed forces.

The Volunteer Nurse's Aide Corps has grown from 364 nurse's aides in 19 chapters on December 7 to approximately 30,000 aides in 678 chapters. A call has been issued for 100,000 nurse's aides.

To offer your services in any of these fields, apply to your local Red Cross chapter.

USO.—Volunteers by the hundreds help the USO give service to soldiers and sailors on leave or in transit and to workers in the war plants. These volunteers dance with the boys, give them competition at games, take them sightseeing, feed them sandwiches and coffee. They organize athletic classes and parties for women war workers. They also give welfare services to families. For volunteer work with the USO, apply to your local USO headquarters.

Civic clubs.—War time work to keep alive the many worthy projects of the many civic clubs of this country, and to carry along war responsibilities as well, is a worthy field for the women who comprise these clubs and work as volunteers. From the tens of thousands of possible illustrations which might be cited in this field, the following is chosen for the reason that it applies to one phase of the topic under discussion.

In cooperation with the National Roster for Scientific and Specialized Personnel, experimental War Job Information Centers were set up by the local branches of the American Association of University Women in the State of Connecticut, in Boston, New York, Philadelphia, and Baltimore.

These centers, manned by women who work as volunteers, help women find paying war jobs of the type which require specialized training and experience. They work closely with the USES, the Civil Service Commission, the personnel directors and officials of industry. They also keep current information on training facilities and refresher programs. Personal contacts with officials of government and industry have resulted in cordial relationships which make it possible to direct applicants to specific personnel departments, thereby saving much time and effort. Since some employers send directly to large colleges and universities for specially trained personnel, one of the purposes is to help women from smaller colleges. These experimental centers have proven so useful that the Association now is moving to make War Jobs Information Centers a national project, to be taken up by its branches wherever there is need of the service and there is the volunteer personnel to carry it on.

The American Women's Voluntary Services.—Conducts two free courses in communications which may lead to positions with the Army, Navy, or Civil Service; trains volunteers and offers opportunities for them to serve in motor corps, land armies, and various civilian protection fields. Recruiting is done by the local AWVS group.

Aid to the United Nations.—To the more fortunate people of this nation victims of the Axis must turn for relief. Among the many organizations in this field are the British War Relief Society, Bundles for Britain, United China Relief, Greek War Relief, and Russian Relief. This work is largely carried forward by volunteers.

It's a woman's war now.—No discussion of the work of the woman volunteer would be complete without emphasizing the fact that we are in this war all the way, it's a woman's war right now, and women should be thinking in terms of going into full-time work and carrying along many of their volunteer activities as side lines. It has been done in England. It can be done here by careful planning and hard work.

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U. S. GOVERNMENT PRINTING OFFICE: 1942

O. W. I

OFFICE OF WAR INFORMATION
WASHINGTON

M-2275

December 26, 1942

Miss Mary V. Robinson
Women's Bureau
U. S. Department of Labor
Washington, D. C.

Dear Miss Robinson:

Enclosed you will find a rough draft of the listing of your organization to be included in the Magazine Key to Wartime Washington and the United Nations which we are now compiling for the use of magazine editors as the result of repeated request for such information.

Utmost brevity is necessary, but we would appreciate it if you would please edit this copy for errors, spelling of names, accuracy of street addresses, and telephone numbers. Will you return the copy to us immediately? Thanks for your cooperation.

Very sincerely,

Bess Furman

Bess Furman
Assistant Chief
Magazine Section

Copy revised & retd
1-6-43

Enclosure

FOR VICTORY
BUY
UNITED STATES
WAR
BONDS
AND
STAMPS

(Files)

December 16, 1942

O.W.I.

Since you were so helpful in furnishing facts for the booklet "War Jobs for Women", you may be interested in knowing that it has now been printed in SUFFICIENT QUANTITIES FOR GENERAL USE. The sections on WAACS and WAVES have been revised. Single copies may be obtained from the Bureau of Public Inquiries, OWI, as long as the limited supply there lasts. The booklet is on sale by the Superintendent of Documents at 10 cents a copy.

BPI
[illegible]
6467

Bess Furman
Assistant Chief
Magazine Section

BPI
8,400 copies

Executive Office of the President
OFFICE FOR EMERGENCY MANAGEMENT
Washington, D. C.

Official Business

PENALTY FOR PRIVATE USE TO AVOID
PAYMENT OF POSTAGE, $300

WASHINGTON
DEC 18
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1942
D.C.

GPO

DEPARTMENTAL PERMIT NO 16

Miss Mary Robinson
Director, Information Division
Women's Bureau
Department of Labor
Washington, D.C.

OWI

December 18, 1942.

Office of War Information
Magazine Section,
Washington, D. C.

Gentlemen:

I am writing to ask if I may secure a copy of a pamphlet published by your office entitled "War Positions for Women in Civil Service, November 1942.

Sincerely yours,

Mary Anderson, Director.

O.W.I

December 17, 1942

Mr. George E. McMillian
Assistant Chief, News Bureau
Office of War Information
Washington, D.C.

My dear Mr. McMillian;

Relative to your form letter of December 24th, will you please retain the name of the WOMEN'S BUREAU on the mailing list for VICTORY magazine?

Sincerely yoirs,

Mary Anderson, Director

ec

OFFICE OF WAR INFORMATION
WASHINGTON

November 24, 1942

Same kind
of letter to
OWI

Dear Sir:

The Office of War Information has ordered all government departments and agencies to reduce the distribution of government periodicals, reports, and publications to the absolute minimum compatible with the prosecution of the war. We find it necessary, therefore, to ask each person receiving free publications whether it is essential that his name continue on the mailing list. If you desire to continue receiving VICTORY magazine and believe you have a right to receive it on a free basis, please write to us within thirty days, explaining why you need it. If we do not hear from you your name will be taken off the mailing list.

Those eligible to receive VICTORY magazine, if they request it in writing within thirty days, are:

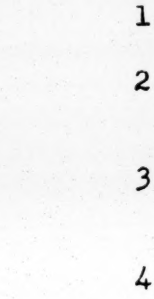
1. Accredited representatives of publications having second-class mailing privileges on record at the Post Office Department.
2. Personnel of the Office of War Information upon representation that VICTORY magazine is essential in the conduct of their office.
3. Libraries designated by law as depositories of official publications or to bona fide libraries that have been receiving this service.
4. Those who, on request, contribute cartoons, articles, etc. to the Office of War Information.

If you desire to subscribe to VICTORY magazine, the price is seventy-five cents per year. Orders, together with payment in advance for same, should be sent direct to the Superintendent of Documents, Government Printing Office, Washington, D.C. Request to remain on the free list, however, should be sent to the News Bureau, Office of War Information, 3540 Social Security Building, Washington, D.C.

Very truly yours,

George E. McMillan

George E. McMillan
Assistant Chief
News Bureau



OWI

Off. of War Inf.
Press Div.
in reply to questionnaire

November 30, 1942.

Mary V. Robinson, Director, Division of Public Information

Division of Public Information

Women's Bureau, U. S. Department of Labor

14th & Constitution Ave., Washington, D. C.

Executive 2420 - Branch 39.

All problems and conditions related to war and civilian employment of all types of women workers. Examples of subjects: Hours, wages, (including "equal pay"), occupations, opportunities, outstanding achievements of women; increased use of women in war plants and unusual jobs; women's replacing men; women in supervisory and personnel work; employment of or discrimination against older women and Negro women; women's working conditions, work clothing, safety, industrial accidents and diseases, living conditions (housing, etc.); labor legislation; woman employment in foreign countries,

OVER

News releases issued by Women's Bureau.
Speeches, reports, statements by Mary Anderson, Director of Women's Bureau) and other staff members, Other references to W.B. publications & activities

SPECIAL COVERAGE

Would like later to designate certain subjects and special events, as needs develop.

Would like later to designate selected papers and geographical areas, as needs develop.

Cont'd.

including Latin America.

Activities (related to women in employment) of Government, social and civic agencies; of women's organizations; of trade union and other labor groups; of trade associations, etc. (Do not want volunteer work of women -- in O.C.D., Red Cross, A.W.V.S., etc.) Do not want clippings on WAACS, WAVES, etc.)

Statements and speeches of Secretary of Labor.

O.W.I

OFFICE OF WAR INFORMATION
WASHINGTON

WOMEN'S BUREAU
1 - 1942
DEPARTMENT OF LABOR

November 30, 1942

Miss Mary Anderson
Director of Women's Bureau
Department of Labor
Washington, D. C.

841-5-284

Dear Miss Anderson:

Supplementary to our telephone conversation this morning here is a copy of the note which I read to you at the time. I believe you will find it quite self-explanatory but if I can clarify it in any way, please call me.

As far as the actual recording date and time are concerned, that can be arranged to suit your convience. The broadcasting studios in the new Department of the Interior Building does such recording work for us and, with a few hours notice, can accommodate us at almost any hour of the day.

I shall look forward to hearing from you as soon as you find an opportunity to put a script together and decide when you would like to record.

The note follows:

"We would like to have a special talk recorded by Mary Anderson, who is Directory of the Women's Bureau of the Department of Labor in Washington. The talk should last anywhere from five to eight minutes. Please remind her that she will be talking directly to Australia and that her remarks should be angled along the following general directives:

"The method that we have found most effective has been for the official involved to descrive how American unions are fore-swearing strikes, ending absenteeism, liberalizing their policy of women in the trade union movement, and becoming more influential in shaping national legislation. We have found this technique of propaganda by example to be more effective than direct preaching."

Very truly yours,

Lee House

Lee House
OWI Radio Bureau - Overseas Branch

FOR VICTORY
BUY
UNITED STATES
WAR
BONDS
AND
STAMPS

Republic 7500
Extension 6804

(COPY)

file

O.W.I.

Office of War Information
Washington

November 30, 1942

Miss Mary Anderson
Director of Women's Bureau
Department of Labor
Washington, D. C.

Dear Miss Anderson:

Supplementary to our telephone conversation this morning here is a copy of the note which I read to you at the time. I believe you will find it quite self-explanatory but if I can clarify it in any way, please call me.

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Very truly yours,

(Signed) Lee House,
OWI Radio Bureau - Overseas Branch

Republic 7500
Extension 6804

Bob Berger

O.W.I

November 24, 1942.

Miss Virginia Jackson,
Basic News, Office of War Information,
224 W. 57th Street,
New York, N. Y.

Dear Miss Jackson,

Enclosed is some of our current printed and typed information which I believe will be adequate for your purposes.

You may be interested to know the estimatesas to woman employment which follow:

	December 1941 in millions	December 1942	December 1943
Employed women	12.6	15.0	18.0
Women in agriculture	0.5	0 .6	0.8
Women in war work	1.4	4.0	6.0

It is estimated that total war employment, excluding the armed forces, will reach 17.5 million by the end of 1942, and 20 million by the end of 1943 at which time you will note by a comparison with the figure in the December 1943 column above, women will comprise 30 percent of war employment.

On such short notice this is the best that we can do for your Women at War Week program, but I hope it will be of help to you.

The feature story entitled "Women on the Industrial Front" will give you a description of the work women are doing in the war plants.

Sincerely yours,

Mary Anderson, Director.

MP
11
Encl.

last 3 issues Lab. Inf. Bull. →
2 speeches to
be typed -
Farm Bull /
Leg. Bull. /
last manual.

UNITED STATES OF AMERICA
OFFICE OF WAR INFORMATION
224 WEST 57TH STREET
NEW YORK CITY

November 20, 1942

Women's Division
U.S. Department of Labor
Washington D.C.

N'S BUREA
V 2 1 1942
NT OF LA

Dear Sirs:

Could you send us any information, either statistical or illustrative, about women in war industries or women in war agriculture to be used in connection with Women at War Week programs the week of November 22 to 29?

Since ours is the Overseas branch of the OWI, we are trying to tell women abroad about the contribution which American women are making to the war effort in this country. We would appreciate your help.

Sincerely yours,

Virginia Jackson

Virginia Jackson

Basic News, OWI

AMA N.Y. speech
Inter Am. speech
in letter
no firm names
don't use statistics F118
from Sp

O.W.I

November 21, 1942.

Mr. Gardner Cowles, Jr., Director,
Domestic Operations,
Office of War Information,
Washington, D. C.

Dear Mr. Cowles,

Thank you for your recent letter concerning the Magazine Section of the Office of War Information and offering its assistance to us in our own program.

We have already been in touch with Miss Dorothy Ducas and Miss Bess Furman, and have been mutually helpful to each other, I believe. We have a number of publications, as well as an extensive picture file, dealing with women in war industries, which we are always glad to place at your disposal.

Recently Miss Ducas suggested that we set up a continuing service of furnishing human interest stories about women war workers to the editor of the pulp magazines. And we are now carrying on this service.

[illegible] We appreciate your cooperation and are glad to recuperate in all ways possible.

Very truly yours,

Mary V Robinson
~~Mary Anderson~~, Director.

LL
Encl.

OFFICE OF WAR INFORMATION
WASHINGTON

Gardner Cowles, jr.

Director of
Domestic Operations

November 11, 1942

Miss Mary V. Robinson
Director of Information Division
Women's Bureau
Washington, D. C.

Dear Miss Robinson:

The Office of War Information has set up a Magazine Section which is the central clearing house for magazine material connected with the war. Through this Magazine Section the Information Divisions of all Government agencies are able to obtain wider magazine coverage of subjects which are timely rather than by scattered efforts on the part of individual agencies and individual magazines.

You are familiar by now with the Magazine War Guide which goes to some 350 editors of national magazines. Editors follow the Guide carefully, as a check-list of subject matter relating to the war and suitable for their magazines. Time will not permit them to read many of the releases and reports sent them, they say. They cannot usefully see representatives from each of the war agencies to discuss individual phases of each subject. The Guide summarizes the possibilities, briefly, each month.

The function of the magazine section is to serve as a focal point for magazines interested in obtaining information from the government and for those government agencies interested in disseminating information through the magazines. It can function, and to a large extent already has functioned, to reduce the unprofitable competition among agencies for magazine space, a competition which is neither to the interest of the government nor the magazines.

If you have not already made the acquaintance of Miss Dorothy Ducas, Chief of our Magazine Section, I hope that you will soon do so. I am quite sure that it will be to the interest of your agency to call to her attention campaign trends and developing situations within your field that need magazine interpretation. In this way it will be possible for the most important themes for any given month to be kept to the fore and to utilize the tremendous power of magazines along with that of the press, radio and motion pictures.

FOR VICTORY
BUY
UNITED STATES
WAR
BONDS
AND
STAMPS

Miss Ducas also makes weekly trips to New York to see editors. She is in a position to inform them of subjects you feel will lend themselves to magazine treatment three months in advance. She also is available for placing specific magazine articles for you, and her advice as to where and how to place them should be useful.

Magazine contacts which any Information Division already may have are in no way disturbed by this central clearing house. If you have placed any articles yourself, it will be helpful if you will report them to Miss Ducas, so that duplication may be avoided. Far more magazine material, and that which is most needed at certain given times, is possible through cooperation of this sort.

The Office of War Information believes that the magazine field is a specialized one; that special service is important for magazine editors and writers; that liaison between Government and magazines must be carefully planned and maintained and that this can best be accomplished through a central clearing house such as the OWI Magazine Section.

Sincerely,

Gardner Cowles jr.

Files
Comment

~~Phillips~~
~~[illegible]~~
Return to Robinson
Office of War
See Home Ext.
about this

OFFICE OF WAR INFORMATION
WASHINGTON

November 3, 1942

Miss Mary Robinson
Director Information Division
Women's Bureau
Department of Labor
Washington, D. C.

Dear Miss Robinson:

Enclosed you will find a copy of War Jobs For Women, on which you gave much-appreciated aid. While the edition is decidedly limited, if there are a few persons that you think should have copies, will you please let me know?

And will you please bear in mind the invitation to revision on the front cover? We think it important to the war information program to keep the magazines, with their millions of women readers, apprised of the main developments in the Womanpower situation as they occur.

Very sincerely,

Bess Furman

Bess Furman
Assistant Chief
Magazine Section

Enclosure

FOR VICTORY
BUY
UNITED STATES
WAR
BONDS
AND
STAMPS

Gen. Files
O.W.I

OFFICE OF WAR INFORMATION
WASHINGTON

November 3, 1942

Miss Bertha Nienberg
Assistant Chief
Women's Bureau
Department of Labor
Washington, D. C.

Dear Miss Nienberg:

Enclosed you will find a copy of War Jobs for Women, on which you gave much-appreciated aid. While the edition is decidedly limited, if there are a few persons that you think should have copies, will you please let me know?

And will you please bear in mind the invitation to revision on the front cover? We think it important to the war information program to keep the magazines, with their millions of women readers, apprised of the main developments in the Womanpower situation as they occur.

Very sincerely,

Bess Furman

Bess Furman
Assistant Chief
Magazine Section

Enclosure

FOR VICTORY
BUY
UNITED STATES
WAR
BONDS
AND
STAMPS

O.W.I
Defense

October 22, 1942

Office of War Information
Washington, D. C.

Gentlemen:

Please send to Miss Margot Sawyer, Todd Shipbuilding Company, 1 Broadway, New York City, a list of government war agencies and their fields of investigation, if such a list is available.

Sincerely yours,

Mary Anderson, Director

MTM
LD

O.W.I

October 15, 1942

Mr. Joseph Polakoff
Office of War Information
Social Security Building
Room 3540
Washington, D. C.

My dear Mr. Polakoff:

In response to your telephone request yesterday, I am sending you the following material:

1. Number of women in the United States in 1940 and estimated number of women that could be recruited for war work with suitable incentives.
2. Women's Bureau bulletins on Women's Employment in Aircraft, Artillery Ammunity, and Small Arms Ammunition.
3. Women's Bureau Special Bulletin No. 2, which includes information as to the effects of heavy lifting on the health of women.
4. Information as to the health of women in the United States.

Sincerely,

Mary Elizabeth Pidgeon,
Chief, Research Divsion

Enclosures
MEP:ml

Files
Defense
O.W.I.

OFFICE OF WAR INFORMATION

WASHINGTON

October 10, 1942

WOMEN'S BUREAU
OCT 12 1942
DEPARTMENT OF LABOR

Miss Mary Anderson, Chief
Woman's Bureau
Department of Labor
Washington, D.C.

Dear Mary Anderson:

Since you were the first person I interviewed on this subject, and since you have such a good practical all-around knowledge of the field, will you dash through this manuscript as speedily as possible making note of any glaring errors that you see?

I would also like to have it read by Mary Robinson and Bertha Nienburg, both of whom have been especially helpful to me.

We are going to slap this right through the mimeographing machine, so please use that well known "rush".

Very sincerely,

Bess F

Bess Furman
Assistant Chief
Magazine Section

Enclosure

FOR VICTORY
BUY
UNITED STATES
WAR
BONDS
AND
STAMPS

File ✓

Defense

October 7, 1942

Office of War Information
Washington, D.C.

request from: Margaret Aaron
Loysburg, Pa.

Information on "every possible means to arourse interest in children"

(1 poster sent from this Bureau)

~~Mrs [illegible]~~

Files

September 29, 1942

Mr. Thomas P. Carroll
Chief, Field Division
Bureau of Public Inquiries
Office of War Information
Washington, D.C.

My dear Mr. Carroll:

In reply to your inquiry of September 18th, regarding employment of women in garages and filling stations, the Women's Bureau has certain information that may be useful to your Field Representative for Michigan.

It may be of interest first to say that we received not long ago a request from Minnesota and one from Wisconsin as to the use of women in bulk oil stations (especially in the lifting of 5-gallon cans weighing approximately 40 pounds). We have not heard of such employment for women in the Eastern States (though they are beginning to be employed as filling station attendants in many places throughout the country).

On our investigation into how much women can lift, we came to the conclusion that a specific number of pounds written into the law is not an effective measure for the protection that is necessary. These statutes or regulations cannot take into consideration the complicated factors that enter into weight lifting and carrying.

The best means of preventing injury from weight lifting are (1) Use of weight-lifting devices, (2) Reducing amounts to be lifted, (3) Being certain women hired are in good physical condition through medical examination and (4) Training the new women workers in correct methods of lifting.

If bulk oil stations are to employ women for work involving lifting 40 pounds or more, they should consider the use of smaller cans or only partially filling cans or some mechanical aid to the lifting. So much of the other work that these women will do is heavy that pre-employment physical examination should be a requirement. Training in best methods of handling material should be furnished all new workers.

Back strains are perhaps the most common result of too heavy lifting among women. Hernias have occurred to both men and women from too heavy lifting. Careless handling of heavy material may be the cause of accidental injury to the person lifting or to a fellow worker from the object falling.

The most comprehensive article on safety for workers in this field will be found in Industrial Safety Series Pamphlet No. D-6, "Safety in Garages and Repair Shops", published by the National Safety Council, 20 N. Wacker Drive, Chicago.

Newspaper clippings from time to time show women as filling-station attendants. They are changing oil, putting gasoline in tanks, air in tires, and washing windshields.

The clippings do not always give the name of the national gasoline company, so it cannot be determined whether hiring of women for such work is a national policy on the part of some companies, or is the local dealer's policy. However, a Louisville story of a girl at the Firestone filling station there stated that Firestone's stores and stations in the northern and eastern sections of the United States had hired plenty of girls and they had proved satisfactory. Also the National Petroleum News for February 11, 1942, has an article which will be of interest, "Sunoco Trains Fair Sex to Fill War's Vacancies at Stations." Some of the clippings are from papers in Maine, Ohio, Illinois, Arizona, Indiana, Kentucky, Pennsylvania, Virginia, Missouri, Washington, and, of course, California. Our clipping service is not wholly adequate, and there are probably many more which could be named. The localities mentioned here were picked from clippings received this spring or earlier.

I believe you will be interested to know that thousands of women are to be used as ground mechanics at many air depots; they will service and repair the planes. This work may or may not be similar to automobile garage and repair shops. The girls are being recruited by the regional offices of the Civil Service Commission, and are trained in the public vocational schools, in courses especially planned for this purpose. We happen to know abiut this program in California, in Utah, and in Texas; it probably can be found elsewhere. If you will write to the U. S. Office of Education, you can get detailed information; and the Civil Service regional office in San Francisco - Federal Office Building, and in the Customhouse Building, 423 Canal St., New Orleans, La., can also furnish information, as well as any regional office where such women workers are being recruited.

Sincerely yours,

Mary Anderson, Director

rfn
ec

OFFICE OF WAR INFORMATION
WASHINGTON

September 18, 1942

WOMEN'S BUREAU
SEP 19 1942
DEPARTMENT OF LABOR

Read by NFA
9/22

Mrs. Mary Anderson
Chief, Women's Bureau
U. S. Department of Labor
Washington, D. C.

Dear Mrs. Anderson:

NFA

In accordance with our telephone conversation with a representative of your office on September 17, will you please send me any available material on the employment of women in garages and filling stations; amount of employment, localities, results, preparation for such employment, hazards, etc.

This information is requested by our Field Representative for Michigan.

Sincerely yours,

Thomas P. Carroll

Thomas P. Carroll
Chief, Field Division
Bureau of Public Inquiries

FOR VICTORY
BUY
UNITED STATES
WAR
BONDS
AND
STAMPS

X-4196
Roessner-5220

Miss Spring
(to keep

OFFICE OF WAR INFORMATION

WAR PRODUCTION DRIVE

For Immediate Release
Monday, September 28, 1942

T-914

Forty-four suggestions by American workmen for increasing war production are being "ploughed back" into industry by War Production Drive Headquarters.

Michael W. Straus, Chief, has sent a brief summary of the suggestions to 1500 labor-management committees. He asked them to examine the summaries and he offered additional detailed information to those committees who thought the suggestion might be used in their plants.

The suggestions are classified under the heading "Machine Practices," "Work Simplifications," "Conservation of Materials," "Office and Shop Practices," "New Tools," "Training," and "Miscellaneous." Each has a code number, simplifying the process of ordering additional information.

The forty-four suggestions have been selected from 12,000 ideas turned into labor-management committees by men and women in the production line and in the offices and planning rooms.

They are the fruits of the awards plan of the War Production Drive.

There are three War Production Awards open to men and women who devise methods to increase production, to conserve material or to better the product. The first, the Award of Individual Production Merit, may be awarded by the labor-management committees within the individual plants. Those suggestions which have been put into practice and which the committees decided may have industry-wide or nation-wide application are then sent to War Production Drive Headquarters, where they are studied by a distinguished committee of technical experts. Upon their recommendations, Certificates of Individual Production Merit and the higher Citations of Individual Production Merit are awarded.

The committee of experts consists of:

JOHN L. SAVAGE, Chief Designing Engineer, U. S. Bureau of Reclamation, Denver, Colo.

DR. J. L. BRAY, head of the School of Chemical and Metallurgical Engineering, Purdue University, Lafayette, Indiana.

WHITING WILLIAMS, author, lecturer and consultant in industrial relations.

PAUL H. STANLEY, Chief Engineer, Pitcairn Auto Gyro Company, Willow Grove, Pa.

CHARLES B. FRANCIS, Chemical Engineer and Consultant, Carnegie-Illinois Steel Corp., Pittsburgh, Pa.

HENRY C. ATKINS, JR., Superintendent, E. C. Atkins Company, Indianapolis, Ind.

DR. JOSEPH ROCKOFF, Chief Chemist, Dayton Rubber Manufacturing Company, Dayton, Ohio.

WILLIAM PLUMER HILL, Assistant Superintendent, Bethlehem Steel Corporation, Sparrows Point, Md.

DR. ROBERT F. BLANKS, Chief of Testing Laboratories Bureau of Reclamation, Denver, Colo.

(The summary of the 44 suggestions is attached. It may be published.)

MACHINING PRACTICES

119. Suggestion to rough and finish turn fuse bodies by using a stub arbor and live center tail stock with tang driven fixture.

Result: Increased production 31% - eliminating 3 machines and one operator per shift.

126. Substitution of machine operation by a power-driven sander for hand filing to remove machining burrs.

Result: Increased production 100%

130. Special grinding wheel adapter which facilitates the use of very small internal grinding wheels with utltra high speed grinding spindles.

Result: Increase worker's effectiveness

131. Special internal grinding spindle wheel adapters to reduce number of adapters used and provide a quicker method of attaching to the nose of the machine spindle

Result: Effects saving of time in changing job setups.

133. A series of test arbors for a portable testing fixture for testing concentricity of internally ground parts.

Result. Saves breakage and wear on precision plug gauges

148. Adaptation of tooth form of metal cutting saw having a 22% rake angle and a special side clearance grind to the production of tank parts.

Result: Reduces time of saw cut from 7-8 minutes to 10 seconds - no breakage.

168. Reversal of feed of Carboloy cutting tool to face and machine a gear.

Result: One tool now used instead of three. Time required for tool changes saved.

169. Regrinding of cutting tool and reversal of feed of Carboloy cutting tools to give slicing or shaving action instead of gouging one.

Result: Less heat generated and faster feed is permitted.

171. Fixture for holding and spinning cylinder lining while performing polishing action.

Result: Use of fixture saves approximately 1.2 hours per engine.

172. Elimination of super finish on half the faces of bolt head.

Result: 8 operations in place of 16 --- 50% operation time saving

MACHINING PRACTICES (CONT'D)

175. Fixture to hold gear in place while drill replaces hand chamfering operation for burring
Result: Saving of four hours per engine

180. Drilling operation sufficiently accurate to permit piloting of counter sinking operation. This process enables operator to perform boring and reaming operations on the same machine and the part if chucked but once.
Result: Eliminates one operation and frees a machine for other work.

WORK SIMPLIFICATIONS

118. Multiple-legged compass to provide rapid mechanical means of drawing elliptical figures.
Result: Device useful in many branches of industry

135. Use of Scotch tape to cover process tags and render them legible throughout any manufacturing process.
Result: Prevents loss of time trying to decipher smudged tags.

136. Photographing of job set-ups for less skilled workers unable to read blue prints.
Result: Saves man hours formerly needed for making setups - 50%.

139A. Indication on assembly blue print of size and length of screws required for assembly, enabling workers unfamiliar with operation to perform same with minimum of supervision.
Result: Saves supervisors' time.

165. Special dowel bolts for proper alignment in assembling intake manifold gasket to cylinder head.
Result: Eliminates leaks and has stopped scrapping of gaskets.

166. Special locking plate to hold engine scavenger pump gear while tightening its retaining nut.
Result: More accurate adjustments - saving in production time.

179. Change of assembly of wheel case, gear case and supercharger of an aircraft engine by dividing assembly into progressive steps with two to each step and one utility man for the complete job.
Result: Nine men required instead of fourteen and only two sets of tools instead of 14.

CONSERVATION OF MATERIALS

143. Improved practice for cutting quartz bars into radio crystals, permitting bars to be sampled without cutting intermediate wedge blanks.
Result: Production of more crystals from same amount of quartz.

144. Caliper to determine wall thickness and relationship between a core interior and the outside surfaces of castings.
Result: Salvage of defective castings - fewer rejections.

146. Substitution of redesigned aluminum bracket for more complicated one of stainless steel with high chromium content in production of radio equipment.
Result: Conservation of vital metal.

147. New design jig for performing slitting operation on quartz crystals by means of diamond charged saw.
Result: Prevents 75% breakage of crystals.

150. Special fitting for loading grease guns from grease barrels, which eliminates waste of grease and saves time.
Result: More efficient and less wasteful than old methods.

177. Soluble oil solution to replace lard oil on milling machines.
Result: Saves three drums of oil per week.

OFFICE AND SHOP PRACTICES

116. Work schedule which enables plant to operate 24 hours per day seven days per week with provision for time off for relaxation.
Result: Solution of transportation problem - satisfactory wage scale.

139C. Elimination of practice of assemblers on one shift locking up tool boxes used in assembly.
Result: Time saved.

141. Revision of payroll procedure so that men may be paid off at their machines.
Result: Saves man and machine hours.

151. Establishment of priority system for plant maintenance crews repairs of breakdowns to vital war equipment.
Result: First things first.

NEW TOOLS (CONT'D)

150. Special fitting for loading of standard grease guns from grease barrels.
Result: Keeps lubricant free of dirt and grit - conserves grease.

167. Adaptation of standard socket wrench to remove eye bolt nuts without removing rear bearing race. 4 hours of labor saved on repair of this nature, in production or in service.

Result: Quicker method of repair, valuable when used in emergency.

173. Pulling device to remove cotter key.
Result: A multiple operation immeasurably simplified.

176. Alteration of special gauge to check four points in one operation on machine surfaces below face of wheel case.
Result: Increased accuracy - operation can now be performed by one less skilled.

TRAINING

152. Program for training women to replace male workers where jobs are vacant and no male replacements available.
Result: Helpful in labor-shortage situation.

155. Program utilizing knowledge and experience of senior employees to assist foreman in training new employees.
Result: Lightens the load on supervision.

MISCELLANEOUS

140. The employment of girls' counselors in factories in which more women are being employed.
Result: Noticeable improvement in production.

SUGGESTIONS PERTAINING TO SPECIFIC INDUSTRIES

COMMUNICATIONS

123. Improvement of the finishing operation on clamping nuts for Navy sound-powered telephone units.
Result: Faster method.

128. Method of finishing diaphragm of sound-powered telephone.
Result: Faster method.

134. Substitution of silicon steel for high nickel content.
Result: Conservation of rare material.

143. Cutting of quartz bars into radio crystals in a way which saves saw set-up time, X-Ray measurement time, and permits bar to be sampled without cutting intermediate wedge blanks.
Result: Conserves scarce material.

146. Substitution of re-designed aluminum bracket for more complicated one of stainless steel with high chromium content in production of radio equipment.
Result: Conservation of vital material.

AVIATION

117. Use of pressed wood fibre punching jigs.
Result: Saves vital steel - speeds up operation.

137. A portable device consisting of guided knife actuated by an electrical solenoid, for rapidly cutting rubber tubing used in airplane construction to proper length.
Result: Reduces this operation to its simplest form.

139B. Use of flush rivet at certain point of fuselage assembly, eliminating interference of round hard rivet with bolt.
Result: Saves time.

File
O. of W. I.

Fitzgerald 5242

OFFICE OF WAR INFORMATION

U. S. DEPARTMENT OF LABOR

For Immediate Release
Friday, September 25, 1942

OWI-543

Indication that increased employment of women in industry is causing urgent concern for the protection of the pregnant woman and her child is apparent in a policy statement prepared recently by the Women's Bureau and Children's Bureau, U. S. Department of Labor, in consultation with medical specialists and industrial women.

In response to many inquiries from employers, workers, and health departments concerning types of work suitable for pregnant women and the policy of maternity leave, the two Federal agencies have set up general standards for maternity care and employment of mothers in industry.

Although some women who are pregnant or have young children may find it necessary to work, the labor situation in this country does not necessitate recruitment or employment of these women, according to Miss Mary Anderson, director of the Women's Bureau.

Authorities urge that a woman expecting a child give first consideration to her own health and to plans for safeguarding the health and care of the child.

It is recommended as a general policy that provisions for maternity care and leave should not jeopardize the woman's job nor her seniority privileges. A minimum of 6 weeks' leave before delivery and at least 2 months after is considered essential to the welfare of mother and child.

In standards dealing with the employment of women in the prenatal period, the Women's Bureau and the Children's Bureau have outlined policies on hours, shifts, rest periods, and occupations. Exposure to certain toxic substances during pregnancy is considered "extra hazardous," and such substances have been listed with the recommendation that pregnant women should be transferred from workrooms in which any of these substances are used or produced in any significant quantity.

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[illegible]

September 22, 1942

Mr. Peter Lyon
Labor Desk
Office of War Information
270 Madison Avenue
New York City.

My dear Mr. Lyon:

Your letter of September 17th was received yesterday, and we are sending material we have available for distribution on women in war industries, the jobs where women are now employed and where more of them could be used. The Women's Bureau has made surveys of aircraft assembly plants (also propeller and aircraft engine), small-arms ammunition, artillery ammunition, and instrument-making plants. You will note there are two reports on aircraft; a second one on artillery ammunition will be out next week. Reports on gun plants and on machine-tool plants will be available in the near future, as well as a report from our working-conditions survey. We are listing you to receive these when available.

Press releases are also enclosed, giving further information, or stressing Women's Bureau policy along certain lines. I presume you have already obtained statistical estimates on woman employment issued by the War Manpower Commission, which would be available to you from your Washington Headquarters office.

We have hundreds of newspaper clippings on women factory workers giving case histories of individual women in war jobs (names and addresses, family background, previous occupation, past experience, etc.), but we are not in a position to utilize these to the fullest extent as our staff is not large enough. Your request for material on women of foreign extraction, for instance, could be answered by listing the names of women found in these clippings, - but such a job has not been done by us. If you can have a clerk from your Washington office assigned to this work, in our office, we shall be very glad to turn over the clippings for examination in this way.

We are sending (under separate cover) a set of posters showing women in war jobs. Since these were printed, we now have many more photographs and technical descriptions, which can be examined here in our offices. These may be useful in showing what some of these occupations are, where the terminology itself is not very descriptive.

I hope this information will be useful. When you are in Washington we shall be glad to have you come in to see us if further discussion on some of these points would be helpful.

Sincerely yours,

rfn
ec

Mary Anderson, Director

OFFICE OF WAR INFORMATION

[redacted]
270 MADISON AVENUE
NEW YORK

WOMEN'S BUREAU
SEP 21 1942
DEPARTMENT OF LABOR

September 17, 1942

Miss Mary Anderson
Women's Bureau
Department of Labor
Washington, D.C.

Dear Miss Anderson:

C.W. Fowler of the CIO news has suggested that I address this to you.

I am trying to get together material of both a specific and general nature about what women are doing in the war production industries today. Stories of individual women, statistical material, industry wide material, anything at all under this general catagory, the use of which I wish to put on as part of the daily news show to Australia, England and Europe.

✓ Any material concerning women of foreign extraction is of particular interest, in as much as we will be able to use it also on our foreign language desks.

I hope I will be able to hear from you at your earliest possible convenience.

Sincerely,

Peter Lyon

Peter Lyon
Labor Desk

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Chicago speech release July 18
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Gen Motors

War Information

September 11, 1942.

Dr. Eugene Horowitz
Bureau of Intelligence
Office of War Information
Washington, D.C.

My dear Dr. Horowitz:

I shall appreciate it if you will return the following:

"Farm Labor Experiments - New York and New Jersey"
dated July 29, 1942. Sent to OWI Aug. 14.

The person on our staff who made the survey has her findings available in a complete and revised report, and that is the the reason for recalling the above. If you want the revised report, I will be glad to send it along.

Sincerely yours,

MGP
erb

Mary G. Phillips

War Information

September 8, 1942

Miss Wilma L. Shannon
General Staff Assistant
Bureau of Intelligence
Office of War Information
Washington, D.C.

My dear Miss Shannon:

Will you please extend to Mr. Kane our thanks for the report: "Women and the War".

We are glad to have this and will treat it as a confidential document.

Sincerely yours,

Mary Anderson, Director.

ec

Phillips

Please acknowledge this letter —

Miss Menbury has the report, I think

Robinson

Files

OFFICE OF WAR INFORMATION
WASHINGTON

August 22, 1942

Dear Miss Anderson:

Mr. R. Keith Kane has asked me to send you a copy of a SPECIAL INTELLIGENCE REPORT on "Women and the War" prepared by the Bureau of Intelligence which we believe will be of interest to you.

You understand, of course, that this is a confidential document and we shall appreciate it if you will not circulate it beyond those in your own department whom you deem to have a legitimate interest therein. Please caution those who handle the report other than yourself.

Very sincerely yours,

Wilma L. Shannon

(Miss) Wilma L. Shannon
General Staff Assistant
Bureau of Intelligence

Enclosure

Miss Mary Anderson
Director, Women's Bureau
Room 1307 Department of Labor
Washington, D.C.

FOR VICTORY
BUY
UNITED STATES
WAR
BONDS
AND
STAMPS

War Inf files

U. S. DEPARTMENT OF LABOR
WOMEN'S BUREAU
Washington

List of material sent to Office of War Information
Bureau of Intelligence
August 28, 1942

Report on Interview with Miss Elizabeth Magee (Confidential)
Subject: 1. Woman Labor Supply in Akron, Ohio
Subject: 2. Day Care for Children in Cleveland

Ravenna, Ohio, Defense Area (Confidential)
Summary of Needs

Detroit Registration of Labor – letter from Mrs. Lowrie (Confidential)

Methods of Hiring and Training Women Employed by War Industries – 90 plants in New England

Mar 1942 – report with brief comment by Miss Magee to effect that conditions about same –

War Inf.

OFFICE OF WAR INFORMATION
WASHINGTON

25 August 1942

WOMEN'S BUREAU
AUG 26 1942
DEPARTMENT OF LABOR

Miss Mary Anderson
Director, Women's Bureau
Room 1307
Department of Labor
14th and Constitution Ave., N.W.
Washington, D. C.

Dear Mary:

I wish to thank you for the statement you were kind enough to send to us for transmittal to England for Labor Day.

I am sure your message of hope and encouragement will give great satisfaction to the women of our allied countries as an earnest of our own devotion to the cause which demands the common effort and sacrifice of all freedom and liberty loving peoples.

With warm personal regards, I am

Very truly yours,

Estelle S. Frankfurter

Estelle S. Frankfurter
Overseas Branch
Publications Division

FOR VICTORY
BUY
UNITED STATES
WAR
BONDS
AND
STAMPS

War Inf.
Defense

August 20, 1942.

Mr. R. Keith Kane, Chief
Bureau of Intelligence
Office of War Information
Washington, D.C.

My dear Mr. Kane:

I understand that you have made surveys concerning women and the war, and I would appreciate receiving copies of each survey.

Sincerely yours,

Mary Anderson, Director

MGP
erb

War Inform

August 14, 1942

Mr. R. Keith Kane, Chief,
Bureau of Intelligence,
Office of War Information,
Washington, D. C.

Attention: Dr. Horowitz

Dear Mr. Kane:

The accompanying material for use of the Office of War Information, Bureau of Intelligence, has been compiled by the Women's Bureau from its own investigations, and from several other sources. In compliance with your request for regular reporting, the material has been assembled, summarized and interpreted in an effort to meet your needs.

The purpose of the material is to furnish information on woman labor supply and problems affecting the recruitment and also the living and working conditions of women that have a close relation to production. Certain attempts have been made to throw the spotlight on local or State areas.

The list of subjects reported on follows:

1. Figures on Employment of Women in Certain War industries
   (The Women's Bureau has gone into the aircraft and ammunition plants and made detailed occupational analyses of jobs suitable for women. Reports were published in 1941, and subsequent reports are in publication.)
2. Factors in Woman Labor Supply
   (These factors stress the many facets to be considered in making women labor supply estimates.)
3. Voluntary Registration of Women
   (This is a group of thumb-nail sketches on area registrations.)
4. Statement of Policy of War Manpower Commission on Employment of Married Women with Young Children in Industry - July 29, 1942
   (This statement is included because of its obvious relation to the other topics discussed, and because the Women's Bureau director was a member of the committee responsible for formulating the policy.)

5. **Are Nursery Schools and Kindergartens Serving the Children of Working Mothers?**
(General statistical summary answering this question. Source: "Education for Victory" - publication of U. S. Office of Education.)

6. **Farm Labor Experiments in New York and New Jersey**
(Summary of a survey made the latter part of July by a staff member of the Women's Bureau. The bulletin "Guides for Wartime Use of Women on Farms" published recently by the Women's Bureau is attached to this summary.)

7. Part I - Recommendations Concerning Living Needs of Women Workers in Rural Community Plant Areas
(Results of Women's Bureau field investigations. Inclosed herewith also is the Bureau's bulletin "Recreation and Housing for Women War Workers" which offers a broad view of the problems dealt with and contains recommended standards, policies, and procedures.)

CONFIDENTIAL Part II - Summary of Artillery Ammunition Plant Information as Related to Living Needs of Women War Workers
(Results of Women's Bureau field investigation)

CONFIDENTIAL Part III - Tabulation by Areas and Plants on Estimated Women Labor Needs and Sources of Woman Labor Supply
(Material gathered by agents of the Women's Bureau in the areas and plants discussed.)

I hope that this report will prove useful to you, and I shall be glad to receive your suggestions and comments so that the Women's Bureau may cooperate to the fullest extent.

Sincerely yours,

MA: MEP:
MEG

Mary Anderson, Director.

U. S. DEPARTMENT OF LABOR
WOMEN'S BUREAU
Washington

List of material handed the Bureau of Intelligence, Office of War Information, on August 14, 1942.

(The Baltimore Survey had been sent previously and was described by the OWI as "very useful.")

1. Figures on Employment of Women in Certain War Industries
   (The Women's Bureau has gone into the aircraft and ammunition plants and made detailed occupational analyses of jobs suitable for women. Reports were published in 1941, and subsequent reports are in publication.)

2. Factors in Woman Labor Supply
   (These factors stress the many facets to be considered in making woman labor supply estimates.)

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(Results of Women's Bureau field investigation.)

CONFIDENTIAL Part III - Tabulation by Areas and Plants on Estimated Woman Labor Needs and Sources of Woman Labor Supply
(Material gathered by agents of the Women's Bureau in the areas and plants discussed.)

This material can be found together in one file in Room 1320

Defense
War Emp

July 30, 1942.

Mr. R. Keith Kane, Chief,
Bureau of Intelligence,
Office of War Information,
Office of Emergency Management,
Washington, D. C.

Dear Mr. Kane,

Referring to your request of July fourteenth, concerning the type of information which Dr. Horowitz requested that we send him from time to time, we are pleased to enclose herewith a copy of a report of a recent survey by the Women's Bureau. We believe this will be of interest to you.

We have not yet been able to institute the weekly summary which we have been contemplating, and until that time we shall be glad to send you any special information along the lines in which you are interested which may be available.

Very truly yours,

Mary Anderson, Director.

MVR/11
Encl.

July 23, 1942.

Mr. R. Keith Kane, Chief,
Bureau of Intelligence,
Office of War Information,
Office of Emergency Management,
Washington, D. C.

Dear Mr. Kane,

I have your letter of June fourteenth, requesting the cooperation of the Women's Bureau in bringing to your attention current trends and problems as related to women in war production.

We shall certainly be glad to send you all available information that we think may prove helpful to you, and shall endeavor just as soon as possible to initiate the weekly memorandum contemplated. As you doubtless realize certain data furnished us by employers are of such a strictly confidential nature that we are not permitted to distribute such facts in connection with individual firms. However, we believe our reports will prove of interest to you, and if you if you have special questions pertaining to women which you would like like to discuss, I should be glad to have you call on me.

Very truly yours,

Mary Anderson, Director.

MVR
LL

(COPY)

Original letter given to Miss Larrabee for use at Budget Hearing.

OFFICE OF WAR INFORMATION
Executive Office of the President
Office for Emergency Management
Washington, D. C.

July 14, 1942

Dear Miss Anderson:

I should like to thank you very much for the cordiality and cooperativeness demonstrated by Mrs. Robinson, Director of Public Information, in her recent conference with Dr. Horowitz of our Special Services Division. In that conference it was suggested that you might be able to make available a weekly memorandum, now being contemplated.

It would be very helpful if our Special Services Division could receive this form of regular reporting on current trends and special problems as they affect women, reports of community surveys, and excerpts from regional reports. Listings of foci of current major tension or anticipated future tensions as they relate to women and the war would be of great help. Any materials designated confidential would, of course be treated as such.

Your cooperation in this will be greatly appreciated.

Sincerely yours,

(Signed) R. Keith Kane, Chief,
Bureau of Intelligence
Office of War Information

Comment

385

Files

OFFICE OF WAR INFORMATION
COORDINATOR OF INFORMATION
WASHINGTON, D. C

18 July 1942

WOMEN'S BUREAU
JUL 20 1942
DEPARTMENT OF LABOR

Mrs. Margaret T. Mettert
Associate Industrial Economist
Room 1218
U. S. Department of Labor
Washington, D. C.

Dear Mrs. Mettert:

Telephone call
no outgoing letter

I want to thank you most heartily for the very generous budget of material on fatigue which you were good enough to send me together with the suggested addenda to the bibliography.

I am certain that this material will prove most useful and valuable and would not otherwise have come to our attention except for the care and effort it evidences your having expended on our behalf. It puts me still more in debt to the Women's Bureau to which I shall ever feel a very loyal devotion personally and intense admiration for the great service it continues to render.

With renewed expressions of gratitude and personal regards to you all, I am

Very truly yours,

Estelle S. Frankfurter
Publications Division

July 18, 1942

Miss Frankfurter
Strategic Services
Washington, D. C.

My dear Miss Frankfurter:

I suggest you add to the bibliography by the Division of Labor Standards the following publications on fatigue:

National Research Council, Committee on Work in Industry, Fatigue of Workers, its Relation to Industrial Production. New York. 1941.

National Industrial Conference Board, Women in Factory Jobs. 1942. (Hours of Work)

D. B. Dill (Fatigue Laboratory, Harvard University) Industrial Fatigue. In Industrial Medicine Vol.8, No. 7, p. 315. July 1939.

Sincerely yours,

Margaret T. Mettert
Associate Industrial Economist

MTM:ld

Telephone request

C. War Inf.

WOMEN'S BUREAU
DEPARTMENT OF LABOR

DEPARTMENT OF LABOR
OFFICE OF THE SECRETARY
WASHINGTON

MEMORANDUM

From: The Secretary

To:
Miss Anderson ✓
Mr. FitzGerald
Mr. Gardner
Mr. Hinrichs
Miss Lenroot
Mr. Steelman
Mr. Walling
Mr. Zimmer

Attached is a copy of the release of the Office of War Information on optimum hours policy for war plants. This Department was represented through Mr. Tracy on the committee that formulated the statement which I am sure you will agree represents a forward step towards stabilizing working conditions.

Since this Department was instrumental in securing this statement, it would be well if copies were sent to our various field representatives for their information and guidance. Mr. FitzGerald will be glad to supply you with the required number of copies.

sent to agents & regional rep. by Miss [illegible]

Frances Perkins

X-1548

OFFICE OF WAR INFORMATION

For Immediate Release
July 28, 1942

OWI-203

Eight government agencies today recommended to war contractors and other war producing agencies a re-examination of hours and working conditions to improve worker efficiency and production.

A statement of policy, signed by representatives of the War and Navy Departments, Maritime Commission, Public Health Service, War Manpower Commission, War Production Board, Commerce Department and Labor Department, set forth four major standards:

1. For wartime production the eight-hour day and 48-hour week approximate the best working schedule for sustained efficiency in most industrial operations.

2. One scheduled day of rest for the individual, approximately every seven, should be a universal and invariable rule.

3. A 30-minute meal period is desirable.

4. Vacations are conducive to sustained production, and should be spread over the longest possible period.

The recommendation in no way affects the Wage-Hour Act's provision requiring time and one-half pay for all overtime work after 40 hours a week.

The major effect of the new policy statement on hours should be to reduce excessive working hours per week per worker, which cannot be sustained without impairing the health and efficiency of workers and reducing the flow of production.

Large overtime offers are being used in some instances to pirate workers from other war plants.

One and one-half million war workers now are working over 48 hours a week, according to the Labor Department.

The policy is issued as a guide "to governmental establishments, to field representatives of procurement agencies, and to contractors working on war production."

The statement follows:

(OVER)

X-1548

RECOMMENDATION ON HOURS OR WORK FOR MAXIMUM WAR PRODUCTION BY A COMMITTEE OWI-203

REPRESENTING

War Department	Manpower Commission
Navy Department	War Production Board
Maritime Commission	Commerce Department
Public Health Service	Labor Department

Introduction

In view of the wide discrepancy in labor policy on hours of work among establishments--both private and governmental--working on war production, and in order to secure observance of those standards which experience shows are best for sustained maximum output, the following statement of policy is issued as a guide to Government establishments, to field representatives of procurement agencies, and to contractors working on war production.

Nothing herein contained in any way diminishes the urgency of securing round-the-clock, 7-day week operation of plants and tools. The primary reason for this statement of policy is to secure increased production, by calling attention to certain practices that have been found to increase the efficiency of the human factor in production.

1. Weekly day of Rest

One scheduled day of rest for the individual, approximately every 7 days, should be a universal and invariable rule. The 7-day workweek for individuals is injurious to health, to production, and to morale. It slows down production because of the cumulative effects of fatigue, when not broken by a period of rest and relaxation, and it leads to increased abseteeism. Only in extreme emergencies and for a limited period of time should workers or supervisors forego the weekly day of rest.

2. Meal Periods

A 30-minute meal period in mid-shift is desirable for men and women from the standpoint of the worker's health and from the standpoint of productivity. In occupations that involve contact with poisonous substances workers must have time to wash before eating, as an elementary health precaution.

3. Daily and Weekly Hours

Daily and weekly hours of employees in war production plants should be reexamined to assure those schedules which will maintain maximum output over a long war period. Hours now worked in some plants are in excess of those which can be sustained without impairing the health and efficiency of workers and reducing the flow of production.

When daily and weekly hours are too long the rate of production tends, after a period, to decrease, and the extra hours add little or no additional output; the quality of work may deteriorate during the whole period of work, not only during the hours of overtime; absenteeism rises sharply; the loss of time due to accidents and illnesses tend to increase. Effects upon the health and morale of the worker may be slow in appearing but are cumulative in nature. Irregular attendance disrupts the flow of production because certain operations call for a balance of trained forces.

trained forces. In order to conserve irreplaceable skilled and supervisory manpower, uneconomical schedules should be revised.

When plants drawing on the same labor market compete for labor through the device of offering heavy overtime payment the resulting unrest and turnover interferes with war production. In order to stop this type of labor pirating there should be uniformity in the hours schedules of plants in the same industrial area.

While a 40-hour week is generally accepted in peacetime there is a widespread and increasing agreement as a result of actual experience, both in this country and abroad, that for wartime production the 8-hour day and 48-hour week approximate the best working schedule for sustained efficiency in most industrial operations. While hours in excess of 48 per week have proved necessary in some instances due to a limited supply of supervisory and skilled manpower, there has been some tendency to continue longer schedules after sufficient opportunity has been afforded to train additional key employees.

Plants which are now employing individual workers longer than 48 hours a week should carefully analyze their present situation with respect to output and time lost because of absenteeism, accident, illness, and fatigue. They should re-examine the possibilities of training additional workers now, in order to lessen the need for excessive overtime during the long pull ahead. As rapidly as is feasible these plants should introduce the hours schedules that will maintain the best possible rate of production for the duration.

4. Vacations

The policy of providing opportunity for restoration of energy of employees by a vacation period away from the job is demonstrated to be conducive to sustained production and is even more sound under emergency conditions of industry today than in peacetime. Experience demonstrates that by providing regular opportunities for men to have a limited period of time away from the job makes it easier to control sporadic absenteeism.

Industry in planning vacation programs must exert the utmost ingenuity to obtain the benefits without paying an over balancing cost in productive hours lost.

Vacations should be staggered and spread over the longest possible period. Vacations should not be permitted to excuse any shut-down of any department of any war production plant except where such shut-down would not curtail production.

(OVER)

SIGNED BY:

WAR DEPARTMENT	Robert P. Patterson Under Secretary of War
NAVY DEPARTMENT	Ralph Bard Assistant Secretary
MARITIME COMMISSION	Admiral Land Chairman
WAR MANPOWER COMMISSION	Paul McNutt Chairman
WAR PRODUCTION BOARD	Donald Nelson Chairman
COMMERCE DEPARTMENT	Wayne Taylor Under Secretary
PUBLIC HEALTH SERVICE	Dr. Warren F. Draper Acting Surgeon-General
LABOR DEPARTMENT	Daniel Tracy Assistant Secretary

(S 42-352)

C O P Y

O.W.I

U. S. DEPARTMENT OF LABOR
WOMEN'S BUREAU
Washington

July 23, 1942.

Mr. R. Keith Kane, Chief
Bureau of Intelligence
Office of War Information
Office of Emergency Management
Washington, D.C.

Dear Mr. Kane:

I have your letter of June fourteenth, requesting the cooperation of the Women's Bureau in bringing to your attention current trends and problems as related to women in war production.

We shall certainly be glad to send you all available information that we think may prove helpful to you, and shall endeavor just as soon as possible to initiate the weekly memorandum contemplated. As you doubtless realize certain data furnished us by employers are of such a strictly confidential nature that we are not permitted to distribute such facts in connection with individual firms. However, we believe our reports will prove of interest to you, and if you have special questions pertaining to women which you would like to discuss, I should be glad to have you call on me.

Very truly yours,

Mary Anderson, Director

COPY

OFFICE OF WAR INFORMATION
Executive Office of the President
Office for Emergency Management
Washington, D.C.

July 14, 1942.

Dear Miss Anderson:

I should like to thank you very much for the cordiality and cooperativeness demonstrated by Miss Robinson, Director of Public Information, in her recent conference with Dr. Horowitz of our Special Services Division. In that conference it was suggested that you might be able to make available a weekly memorandum, now being contemplated.

It would be very helpful if our Special Services Division could receive this form of regular reporting on c urrent trends and special problems as they affect women, reports of community surveys, and excerpts from regional reports. Listings of foci of current major tension or anticipated future tensions as they relate to women and the war would be of great help. Any materials designated confidential would, of course, be treated as such.

Your cooperation in this will be greatly appreciated.

Sincerely yours,

(Signed) R. Keith Kane, Chief
Bureau of Intelligence
Office of War Information

COPY

OFFICE OF WAR INFORMATION
Executive Office of the President
Office for Emergency Management
Washington, D.C.

July 14, 1942.

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Sincerely yours,

(Signed) R. Keith Kane, Chief
Bureau of Intelligence
Office of War Information

Off of War Inf

OFFICE OF WAR INFORMATION
EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE FOR EMERGENCY MANAGEMENT
WASHINGTON, D.C.

WOMEN'S BUREAU
JUL 16 1942
DEPARTMENT OF LABOR

July 14, 1942

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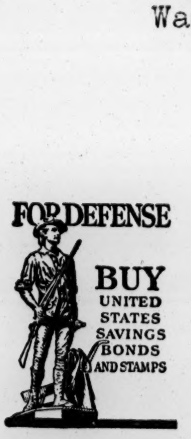
Sincerely yours,

R. Keith Kane
Chief, Bureau of Intelligence
Office of War Information

Miss Mary Anderson
Director, Women's Bureau
Department of Labor
Washington, D. C.



War Inf:
Defense

Prepared for

Coordinator of Information (Col. Donovan's office)

Telephone call from Mr. Kleinman

June 11, 1942

To be used by a Swedish Newspaper Syndicate

O.K.'d by Miss Anderson

(Biographical data furnished by R.F.N.)

# A Message to the Workers of Sweden
from
Mary Anderson, Director
Women's Bureau, United States Department of Labor

The labor movement of Sweden, with its constructive, far-sighted approach to the problems of a changing world, has long held the admiration of the American people. Yours has been the kind of economic statesmanship which has combined vigor, intelligence and perseverance for the steady advancement of workers not only in Sweden but throughout the world.

A strong trade union movement is the cornerstone of industrial democracy, only within the reach of a free people. Since for many years you have had thorough organization and collective bargaining you have a rich heritage of united strength on which you can draw in these days of fearful tension. The participation of the labor movement in the political life of Sweden has further strengthened you with an educated public opinion aware of the real issues confronting the workers.

I want to congratulate the trade unions and their leaders in Sweden for their remarkable record of achievement and stability and their contribution toward a better world for all workers.

I want to send a special greeting to the working women of Sweden who have taken their places side by side with the men in fashioning a strong and responsible trade union movement.

War Inform
Defense
Gen

July 11, 1942

U.S. Office of Information
Penna. Ave & 14th St.
Wash. D.C.

Letter attached

Please route to the proper agency
for action in the matter

Defense J.

Mrs. Mary A. Gardner
2830 W. Liberty Ave
Pittsburg Pa.

In re use of houses
as dormitory for workers

files

O.W.I

April 11, 1942

Memorandum to

✓~~Miss Anderson~~
~~Miss Nienburg~~
Miss Larrabee

From: Rachel F. Nyswander

The Office of Government Reports a short time ago inaugurated a plan to reach the smaller libraries all over the country with government publications; the first display was on "Defense" and concerned the Army, Navy, etc. The second was on "Nutrition". The third is to be on "Production." The list of libraries comprises those in towns of 25,000 population or less; there are 1500 such libraries. The display is arranged here in Washington and is for the purpose of acquainting the public with what is available on these subjects; it stays on view in these libraries until the next display is received, when the material is filed on the library shelves.

Mr. C. F. Donohue, of O.G.R., came to the Women's Bureau for material which might be included in the "Production" display. He was impressed with our publications. After discussion - in which he was told that our own library list of over 1,000 was not to be interfered with - he took back to his office certain of our publications for submission to his committee which made the final selections.

He reported this morning that the committee is most desirous of including certain of our material in the forthcoming display, and the following bulletins and pamphlets will be furnished him:

Sp. Buls. 1, 2, 3 (standards for employment of women)
Buls. 189-1,2,3 (the printed pamphlets on aircraft, etc.)
(and #4 if it is available in time)

He said also that the committee is having mimeographed at its own expense the necessary number of -

Typical Operations On Which Women Can Be Employed More Extensively (copy attached)
Women's Vocational Training Needs (copy attached)

He said further that the number of libraries has been increased by 500, as it was thought expedient to include those in the so-called defense areas. This means, therefore, that the Women's Bureau will be furnishing 2000 copies of the printed material listed above. Mr. Donohue was told we were not in a position to furnish 2000 copies of the reprints (of articles appearing in the Woman Worker). He preferred, anyhow, to display these others.

I believe this distribution of our material will prove of great value.

U. S. DEPARTMENT OF LABOR
WOMEN'S BUREAU
Washington

TYPICAL OPERATIONS ON WHICH WOMEN CAN BE EMPLOYED MORE EXTENSIVELY IN WAR PRODUCTION

Code: A — Women now used extensively. Numbers could be increased with short periods of training on the job.

B — Women now used to some extent. Numbers could be increased after short training periods and upgrading from other jobs.

C — Women now only used to a slight extent but could be employed readily after pre-employment and supplementary training such as that now offered men.

OCCUPATION

(Notations on skill as given below are not applicable in the same way to all plants. They are a general indication of skill in a large plant with average tolerances.)

I. MANIPULATIVE SKILLS

Operating machines such as:	
Drill presses—single and multiple drill (semiskilled—usually repetitive)	A
Milling machines—light and micro machines (semiskilled—usually repetitive)	B
Light punch and forming presses (semiskilled—usually repetitive)	B
Bench and watchmakers' lathes (skilled & semiskilled—not usually repetitive)	B
Burring, polishing, lapping, buffing, etc. on lathes (semiskilled)	B
Light duty hand and automatic screw machines (semiskilled—usually repetitive)	C
Light turret lathes (semiskilled)	C
Women can set up their own machines if instructed adequately	C
Assembly—All types of light sub and final assembly requiring the use of hand tools as pliers, mallets, screw drivers, files, electric drills, bench assembly machines and riveting presses (semiskilled—may or may not be repetitive)	A
Sheet metal forming and riveting (semiskilled—sometimes repetitive)	C
Hand finishing machined parts by filing, burring and lapping (semiskilled—repetitive)	B
Welding	
Acetylene and torch (skilled)	C
Electric arc (skilled)	C
Spot (semiskilled)	B
Soldering (semiskilled or unskilled)	B
Electrical work—Wiring and assembling parts, winding coils and armatures, soldering, taping, etc. (semiskilled, though may be skilled)	A

I. MANIPULATIVE SKILLS (continued)	
Painting	
Spray painting small parts and products (semiskilled to unskilled—repetitive)	B
Touch up and hand finishing (semiskilled to unskilled—repetitive)	A
Stenciling (unskilled—repetitive)	A
Radium (semiskilled—repetitive)	A
Masking before painting (unskilled—repetitive)	A
Racking and unracking (unskilled—repetitive)	A
II. INSPECTION	
Visual (semiskilled)	A
Gage, micrometer, caliper, blueprint, etc. (semiskilled)	C
Calibrating (semiskilled and skilled)	C
Checking and testing raw materials, stock and salvage parts (skilled)	C
III. PACKING—labeling, etc. (unskilled)	B
IV. FACTORY SERVICE	
Production planning, routing and control (skilled)	C
Tracing (semiskilled)	C
Drafting (skilled)	C
Tool crib and stores tending and dispatching (semiskilled)	C
Time keeping and factory office (semiskilled)	C
Factory clerks (semiskilled)	C
V. SUPERVISING (skilled)	C
VI. TRAINING (skilled)	C
VII. PERSONNEL RELATIONS	
Interviewing and hiring women (professional)	C
Nursing (professional)	A
Welfare (professional)	C
VIII. GENERAL OFFICE CLERICAL (skilled and semiskilled)	A

November 7, 1940

U. S. DEPARTMENT OF LABOR
WOMEN'S BUREAU

A. WOMEN'S VOCATIONAL TRAINING NEEDS IN THE DEFENSE INDUSTRIES

During recent months the Women's Bureau has made inquiry as to the employment and expanding possibilities of women's participation in the defense industries in occupations and skills for which they are especially adapted. Approximately 40 plants having defense contracts for products in which women could be employed were visited. These included aircraft plants making engines, instruments, parts, and assembling planes; machine tool manufacturers; factories fabricating iron, steel, brass and aluminum products; plants making electrical products, ammunition and firearms, rubber products and gas masks. All but a few of these had women employed and as the momentum of the defense program gets underway and reaches its full capacity and as the backlog of unemployed men decreases, the need for and the advantages of employing women will be markedly increased.

General skills needed by women in the defense industries

The aircraft, machine tool, instrument, electrical and metal fabricating industries have a considerable number of relatively light operations for which women are adapted which require skills such as the ability to interpret blueprints, the reading of scales, micrometers, calipers, a knowledge of metals and their hardness, the speeds and feeds of cutting tools and a familiarity with shop mathematics as related background information applicable to jobs such as machine operators, inspectors and assemblers.

Machine operators

Expanding industries report a shortage of operators for machines and since women are successfully operating milling machines, single, multiple and radial drills, light lathes and chucking machines, boring, reaming, tapping, threading, grinding, buffing machines and punch presses, they should be offered trade school and shop training in machine operator courses. If women are to be really effective and advance their skill and usefulness on such operations, a knowledge of the setting up and operating principles of the basic production machines should be a part of the training offered them in vocational schools. Also, plans should be made to include them in the "training within industry" and "brush up" courses which are being offered.

Assemblers and bench workers

The occupational field for bench workers and assemblers is large in most of the defense industries concerned with metal parts. Many assembly operations are light, finger dexterity and ability to concentrate on small repetitive details being desired qualifications. The assembly of the many types of instruments used by airplanes and the small electric motors are typical examples. Assembly and bench work often requires such occupational skills as burring, filing, operating arbor and rivet presses, spot welding, soldering, cleaning with compressed air, use of mechanical screw drivers and hand tools. Women have been reported as especially efficient on soldering and spot welding. For this type of work as well as for machine operating women's development of skill would be benefited by shop training in the listed skills and by related instruction in shop mathematics and blueprints.

Inspectors

The proportion of inspectors is high in all defense industries as Government standards are based on slight error tolerances. Some inspection requires only visual checking to cull out defective parts and irregularities but much of the work in the aircraft, automotive, machine tool, instrument, safety devices and ammunition industries involves checking requiring the use of precision gauges, scales, reading of blueprints, mechanical drawings, calibrating, inspection meters and indicators.

Welding

Women are employed at present to only a limited extent as acetylene and electric welders, but when employed their production and skill has been commended. Since the defense industries have many openings for welders, if girls were trained as welders for light work they would be useful to industry and would possess a skill which has placement opportunities.

Sheet metal work

In the manufacture of the fuselage and wing construction of airplanes, there are reported to be thousands of small light parts of duralumin which are formed with the aid of templates. Boys are being trained for this work, and girls too should be afforded opportunities to prepare for work of this kind.

Armature, stator and coil winding

Women have been employed extensively for many years in the electrical industries on armature, stator and coil winding operations. As these industries expand, women will be required to fill the new jobs and their training for this work should be considered.

Optical grinders, polishers and operatives

Firms engaged in the production of optical instruments and equipment have large contracts. The blocking, grinding, polishing, cementing and inspection of lenses were occupations for which women were trained and placed during the World War. In the centers for this industry, women should be afforded training for the skills needed for optical goods production.

Other training plans

The preceding are some of the selected occupations and skills for which women should be trained to share in the defense program. Many other occupations and needs for women will develop. The expansion and opening of new arsenals and divisions of ordnance departments of the Government throughout the country will require a large number of women on munitions and other military-navy supplies and the training needs for these must be planned.

In the needle trade, textile and rubber industries in which women have been important numerically for many decades, employment is increasing. Since there has been widespread unemployment in these fields, each community should have an awareness of its own need for refresher courses and be ready for the time when training programs for new workers should be launched. Power sewing machine operators for factories other than clothing such as bedding, tarpaulins, tents, gas masks and others are in demand and the needs of these must be considered.

B. PRODUCTION AIDES FOR FACTORY PLANNING AND ADMINISTRATION

With the increasing volume of work, opportunities for production aides as factory clerks develop. Stenographic and bookkeeping training are not needed for such jobs but a knowledge of factory procedures, terminology as to factory jobs, tools, machines, and processes, blueprint specifications, routing of orders, production forms, and so forth should be considered in the training of women clerks.

Tool room attendants

Women are occasionally used as tool crib clerks and attendants. For such work a knowledge of types and names of tools and of systems of keeping records of the issuing, condition and supply of tools on hand is necessary. Grinding and cleaning of tools is usually done in the tool room but women could be trained for this field.

Drafting and mechanical drawing

Draftsmen and drafting room assistants are in demand in many industries. Training for this field requires a longer training program than for most of the occupations considered for women. Women have demonstrated their ability as tracers and general assistants in this field and training courses should be open to them for future needs.

C. WOMEN'S VOCATIONAL TRAINING NEEDS IN THE DEFENSE SERVICES (Other than professional)

I. Health Services

The assembling of large masses of persons in camps, the crowding of persons into defense production centers, the operation of many new factories in undeveloped communities, increase the need for women's service in the care of the sick and in the maintenance of health. As trained nurses are called into the Army and Navy services in larger numbers, the civilian population needs, as well as the Army and Navy hospitals, require the preparation of qualified individuals to assist with the care of the sick when the skill of a registered nurse is not necessary or necessary only for supervision.

1. Ward Helpers in Hospitals

Women assigned to the nursing department of a hospital, who perform routine duties in hospital wards, including simple procedures concerned with the personal care of patients and with housekeeping functions.

2. Nursing Aides in Homes

Women assigned to care for mildly ill, chronic, convalescent, handicapped or aged persons who do not require a registered nurse, and to care for children and the household when the responsible head is ill.

3. Physiotherapy Aides

4. Laboratory Assistants

Women assisting laboratory technicians in routine laboratory work.

5. Health Clinic Assistants

Women assisting trained nurses and doctors in health clinics to prevent development of epidemics.

6. Occupational Therapeutists

This work was of vital importance after the World War in restoring normal use to injured parts of the body and may be of increased value again.

7. Dental Assistants

As the demand for dentists is increased by the Army and Navy needs, some part of their duties can be carried by women trained to expedite the work of the Dentists.

II. Food Preparation and Servicing

The building of Government arsenals in undeveloped communities, the use of guest houses adjacent to army camp service clubs, the increase of hospital services, and the expansion of defense plants, call for an expansion of cafeteria food preparation and servicing in these areas. Better public food preparation, everywhere, has resulted from the entrance of women into this field; every community should provide vocational training of women in commercial food preparation and servicing.

III. Public Housekeeping

While the increased need of public housing is not so extensive as the need for public food services, new communities will require some of this type of housekeeping service.

IV. Radio Receiving and Transmission

The increased use of the radio in the carrying out of military maneuvers, as well as in civilian activities, warrants training of women in this field. Ground service attendance in dispatching airplanes may be a new field for women as men go into the national air service.

V. Photography

The increased use of the motion picture camera in military maneuvers, as well as in civilian activities, warrants training of women in photography.

VI. Automobile Mechanics

In serving back of the lines in Red Cross ambulance work, women need to know not only how to operate but also how to repair their cars.

O.W.I. CORRESPONDENCE -1943

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Memo Nov 11, 1943

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O.W.I.

December 29, 1943

Mr. W. M. Thomson
Office of War Information
Washington, D.C.

My dear Mr. Thomson:

Attached is the article on equal pay which you requested for release over Miss Anderson's signature.

Sincerely,

Mary V. Robinson, Chief
Information Division

mvr/mel

O.W.I.
File

OFFICE OF WAR INFORMATION

35 WEST 45TH STREET
NEW YORK, N. Y.

District Number 19
November 23, 1943

Miss Mary Robinson
U. S. Women's Bureau
U. S. Department of Labor
Washington, D.C.

Dear Miss Robinson:

Mr. Krumgold has asked me to return the article enclosed, "Woman Workers in Two Wars", to you with his appreciation for having been afforded the opportunity of seeing it.

Thank you for your cooperation with us.

Very truly yours,

Carol Loeb Schwarz

Carol Loeb Schwarz
Secretary to Mr. Krumgold
Bureau of Motion Pictures
Overseas Branch

cls
enclosure

FOR VICTORY
BUY
UNITED STATES
WAR
BONDS AND STAMPS

O.W.I

November 11, 1943.

Mrs. Helen P. Gauntlett
Outpost Service Bureau
Office of War Information
224 W. 57th Street
New York, N. Y.

Dear Mrs. Gauntlett:

I was glad to have the opportunity to meet you and discuss your plans in relation to the work of the Women's Bureau. Under separate cover I am mailing the materials which I promised to send. I trust the unavoidable delay in forwarding the information to you has caused you no undue inconvenience, but I was suddenly called out of town.

You will note the list of subjects contained in our SOURCE BOOK, the data being compiled from the schedules filled out by our regional representatives on visits to plants. I am not enclosing the schedule itself which is quite complicated, but a copy of which I shall be glad to give you if you would like to have it.

I trust that you will have the opportunity of following my suggestion that you spend about a day in the Women's Bureau, meeting Miss Anderson, the director, and Miss Nienburg, the assistant director and chief economist, and some members of our staff who are engaged in field work, and looking over the contents of our SOURCE BOOK, and other material in our files.

I regret that I am unable at this time to send you a copy of the reprint from the October Labor Review, although you may have secured a copy of the Review itself. If not I will send you the reprint as soon as it is available. I shall look forward with pleasure to seeing you again.

Very truly yours,

Mary V. Robinson, Chief,
Information Division.

MVR/ll

A few industries have established equal pay in regard to entrance rate.

ADVANCE RELEASE ---- ADVANCE RELEASE

Office of War Information
U. S. Department of Labor

Advance Release: For Monday Afternoon Papers, November 1, 1943.

Robinson - Labor 39 OWI-2643

Women are being used as welders in all the war industries, according to a report made today by Mary Anderson, director of the Women's Bureau, U. S. Department of Labor. Women's outstanding achievements as welders after almost two years of war are revealed in a cross section view by the Women's Bureau of the war industries it has surveyed.

Figures on the total number of women welders in the country are not available but their numbers must run well into the thousands, as indicated by reports from factories, shipyards, and vocational training classes. War Plants and shipyards where welding is an important productive operation show growing proportions of women welders.

Some welding jobs are heavier and harder than others. Women have tackled them all, and are making good records.

In aircraft assembly plants women have effectively replaced men as welders despite the pre-war notion that to be adept at welding took years of experience. Today women not only weld on all types of metal but have mastered various types of welding-spot, arc and oxyacetylene (torch) welding-on engine mounts, manifolds, tanks, and other airplane parts.

As spot welders women have outproduced men in such jobs as welding aluminum skins for wing panels and control surfaces. One of the first jobs women were tried on was the spot welding, a relatively simple machine operation which has been increasingly used by the industry as a substitute for riveting. Spot welding, calling for finger dexterity and little heavy lifting, is particularly suited to women.

The "beginning" welding job is usually tack welding - the temporary putting together of all parts prior to final assembly. It is relatively light and does not require long training. Women as beginners can also be used on welding parts not subject to strains that require high-grade welders.

Women are doing both production welding (in large numbers) and maintenance welding (in small numbers). In railroads shops, in Army and Navy depots, in steel mills, and in other heavy industries, women welders are found repairing equipment.

Other war industries where women welders have been reported are machine tools and accessories, office and store machines, guns, howitzers and mortars, radio and telephone equipment, electric machinery and equipment, surgical and scientific instruments, automotive equipment and tanks, and shipyards.

Probably the most publicized woman welder is Vera Anderson, 19 years old, in the Ingalls Shipbuilding yards in Pascagoula, Mississippi, who in a yard-wide welder contest was crowned champion woman welder, and later defeated the champion of the Henry Kaiser yards of Oregon in an inter-coastal contest. All of the women welders in this yard have passed the Navy welding test and are considered good welders.

The unusual number of women welders now found in shipyards is ample evidence of their success in this work, and specific comments reaching the Women's Bureau from shipyards employing women welders underscore this general observation.

One foreman on the slabs was very enthusiastic about the work of women welders. He said they could do, and did do, overhead, flat, vertical, and horizontal welding and that he would like to put women welders on the hulls. (The Women's Bureau agent pointed out to him a number of other shipyards are already employing women to weld on the hulls.)

In another yard, tack welders are nearly all women now. "They are very satisfactory," reports the foreman. "They can't handle the very heaviest work but what they can handle they do all right."

The vice-president in charge of personnel at another shipyard reported that many women have reached third-class welding classification and some have reached second. He said he anticipated that all the welders in the shops will be women. He is also using women welders on ships, but only on top decks, not on sides or in dangerous locations.

At one shipyard women welders were found to be working not only on the top decks of ships on the ways and at the outfitting docks but on the lower decks and deep in the holds. Though this involves climbing up and down ladders carrying equipment, since permanent stairways often cannot be installed, the plant official said that most of the women were not afraid of the ladders. Some welding must be done in cramped quarters, and in one shipyard this was given as a special reason for using women since they are generally smaller than men.

Employment of women as welders carries with it some drawbacks, according to other comments received by the Women's Bureau.

The instructor of a welding school at one shipyard says that from his experience it takes two weeks longer to train a woman welder than a man. (Other yards, it is said, report women learn faster.) He feels that girls, when they put in a full eight-hour day, tend to "give out" after five to six hours. "It's heavy and hard, and they can't take it," he says, yet goes on to say that some very small girls make good welders.

In a yard where a woman holds the footage record for welding the foreman reports that in general relatively more women than men have become exhausted on the job.

One of the foremen said that it is true that women tack welders cannot do some of the heavy labor work which men tackers formerly did. On the whole, however, he seems very satisfied with the welding work being cone by the women.

The Women's Bureau finds it isn't so much the women's lack of skill or inability to do welding itself, as it is the physical conditions surrounding the job that is responsible for some women "petering out" or not being able to do the full job. Welding involves much climbing and weight lifting. Frequently the women welders must carry their welding lines up and down stairs and ladders and along catwalks. In most yards the smallest section of welding hose is 50 feet long and weighs 35 pounds. Sometimes the women must pull the welding lines out from under several other heavy lines stacked on top of their lines, often several times a day. In overhead welding the lines must be rested on the shoulder to hold them in position and this also causes a strain. In some enclosed places, welders in addition to their full welding regalia, often heavy and warm, must also wear respirators. This is true when blowers have not been installed to remove the hazard from toxic fumes. Greater hazards may be present in shipyards for welders since the heavier load of electricity required would give more chance for burns and shock. Women are most effectively used where there aren't these strenuous working conditions.

A woman doctor at a large shipyard hospital on the west coast, commenting on these conditions, recommended that the regular welding training course include instructions in weight-lifting methods, methods of coiling line, and of carrying lines and climbing with them. She also recommended a program for physical training of the women welders to condition them for the strenuous work they must handle, as a basic part of all pre-employment programs.

#

O.W.I.
Comment

OFFICE OF WAR INFORMATION
WASHINGTON

WOMEN'S BUREAU
NOV 2 - 1943
DEPARTMENT OF LABOR

November 1, 1943

Miss Mary Andersen, Director
Women's Bureau
U.S. Department of Labor
Washington, D.C.

Dear Miss Anderson:

We have received the Goverment materials which you kindly sent us.

We are most appreciative of your cooperation in this project and the promptness with which our request has been filled.

Sincerely yours,

Chester Williams
Chester Williams
British Division

FOR VICTORY
BUY
UNITED STATES
WAR
BONDS
AND
STAMPS

Files
OWI

25

October 5, 1943.

Miss Dorothy Ducas, Chief
Magazine Division
Office of War Information
Washington, D.C.

My dear Miss Ducas:

I am returning the enclosed copy which is satisfactory from our viewpoint. Since you asked for suggestions, I thought a situation encountered by one of our industrial supervisors might be of interest, though you may not necessarily want to refer to it in your statement in question.

Our representative in working closely for some weeks with the management in a large middle western ammunition plant found that the problems of "child care" had been solved very satisfactorily on the whole due to the methods evolved by the plant. The description is enclosed.

Yours sincerely,

MVR
erb
encl.

Mary V. Robinson, Chief
Information Division.

OWI Files

OFFICE OF WAR INFORMATION
WASHINGTON

October 4, 1943

Miss Mary Robinson
Women's Bureau
U.S. Department of Labor
Washington, D.C.

Dear Miss Robinson:

Attached is the copy for an item to appear in the Magazine War Guide for January-February 1944 on Child Care Hurdle

Will you please give this your immediate attention, making any corrections or suggestions you may wish to make on this copy and returning it as quickly as possible?

Returned 10/5/43

We must have the initialed, corrected copy back for our records.

The Guide should go to the printer by Saturday, October 9, so I would be grateful for anything you can do to return this to me as soon as possible.

Yours sincerely,

Dorothy Ducas

Dorothy Ducas, Chief
Magazine Division

OWI

September 23, 1943

Miss Kathleen Goldsmith
Radio Program Bureau, Special Events Section
Office of War Information, Overseas Division
224 West 57th Street
New York City

Dear Miss Goldsmith:

I shall be very glad to let you know when I expect to be in New York again, and I shall look forward to meeting Dr. Nathan. I have no appointments in New York at this time but very often things come up to take me there.

Sincerely yours,

Mary Anderson, Director

MA:IS

UNITED STATES OF AMERICA
OFFICE OF WAR INFORMATION
224 WEST 57TH STREET
NEW YORK CITY

September 16, 1943

WOMEN'S BUREAU
SEP 18 1943
DEPARTMENT OF LABOR

Miss Mary Anderson
Director, Women's Bureau
U.S. Department of Labor
Washington, D.C.

Dear Miss Anderson:

I enjoyed so much meeting you and hearing you at the Advertising Women's luncheon the other day.

As I mentioned to you, Dr. Reuben Nathan of our German Department would very much like to have the opportunity of talking with you for a short while when you are next in New York, as he feels there are many topics that might be of interest in connection with their programs, that might be ascertained in discussion with you.

Perhaps you would be so kind - when you next plan to be in New York, to drop me a line in advance, and let me know when and where Dr. Nathan might meet you at your convenience, for ten or fifteen minutes, either here, or at your hotel, or wherever you might designate.

Thanks in advance for this, and for all your previous courtesies and cooperation with us.

Sincerely yours,

Kathleen Goldsmith

Kathleen Goldsmith
Special Events Section
Radio Program Bureau
Overseas Division

FOR VICTORY
BUY
UNITED STATES
WAR
BONDS
AND
STAMPS

Files
O.W.I

September 15, 1943

Mr. Elmer Davis, Director
Office of War Information
Washington, D. C.

My dear Mr. Davis:

Thank you so much for your invitation to attend the pre-audition of the first recorded programs to be transmitted to Sweden from the United States and to the United States from Sweden, to be held Friday, September 17, at 5:00 p.m. in the auditorium of the Social Security Building.

I should greatly appreciate receiving, if possible, two tickets of admission.

Sincerely yours,

Mary Anderson, Director

MA:IS

2 tickets rec'd but not used

OFFICE OF WAR INFORMATION
WASHINGTON

September 14, 1943

WOMEN'S BUREAU
SEP 15 1943
DEPARTMENT OF LABOR

Miss Mary Anderson
Women's Bureau
Department of Labor
Washington, D. C.

My dear Miss Anderson:

On Friday, September 17, at 5:00 P.M. in the auditorium of the Social Security Building, Washington, D.C., the Overseas Branch of the Office of War Information will hold a pre-audition of the first recorded programs which the United States of America will transmit over the Swedish State Broadcasting Service and Sweden will transmit over certain American radio stations. The American program includes a message from Mrs. Roosevelt to the Swedish people. The Swedish program includes a message from Prince Wilhelm. In addition, there will be shown the documentary film, SWEDES IN AMERICA, which has been produced by the Office of War Information for overseas distribution.

We shall be happy if it is possible for you to attend this presentation. If we may have your acceptance not later than September ~~10~~ 16, a card of admission will be mailed to you.

Cordially,

Elmer Davis

Elmer Davis
Director

FOR VICTORY
BUY
UNITED STATES
WAR
BONDS
AND
STAMPS

O.W.I

August 23, 1943.

Miss Bess Furman, Assistant Chief
Magazine Bureau
Office of War Information,
Washington, D. C.

My dear Miss Furman:

In Miss Robinson's absence we have your letter of August 19 regarding the paragraphs on women wage earners appearing in your magazine. I think this is adequate as it stands.

Sincerely yours,

Rachel Nyswander, Assistant
Information Division

RFN/nb

WOMEN WAGE EARNERS: The governmental agency charged with promoting the effective employment of wage-earning women and formulating standards and policies to safeguard their welfare is the Women's Bureau of the Department of Labor. Miss Mary Anderson is Director.

Since the Women's Bureau, in war as in peace, regularly investigates and compiles reports on occupations and conditions of employed women, a great amount of long-range and current information on women wage earners is available in this Bureau. It also maintains a file of clippings and photographs of women in war industries. Miss Mary V. Robinson is Chief of the Information. Division.

Rooms 1316, 1320
Department of Labor Building
14th and Constitution Ave. N. W.
Washington, D. C.

Executive 2420
Ext. 39

OFFICE OF WAR INFORMATION

WASHINGTON

August 19, 1943

Miss Mary V. Robinson
Director of Information
Women's Bureau
U. S. Department of Labor
Washington, D. C.

Dear ~~Miss~~ Mary Robinson:

We are planning to bring up-to-date our magazine Key to Wartime Washington and the United Nations, for the use of magazine editors and writers.

Enclosed is a copy of the paragraphs pertaining to Women Wage Earners. Will you please check it and make any necessary changes.

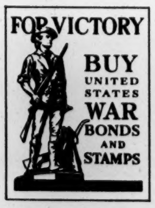
Thank you for your cooperation.

Sincerely yours,

Bess

Bess Furman
Assistant Chief
Magazine Bureau

Enclosure



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dents opportunity for more effective preparation for and participation in wartime services; the Vocational Training Program for War Production Workers, and the Engineering, Science, and Management War Training Program; and Extended School Services for the children of war workers.

Those interested in the wartime work of the U. S. Office of Education may get in touch with W. D. Boutwell, Director of Information, Office of Education, Federal Security Agency. For the convenience of magazine editors and writers, Jay Deiss is in charge of magazine relations.

Room 3004	Republic 1820
Interior Building	Ext. 3024
Eighteenth and C Streets, N.W.	
Washington, D. C.	

The government agency charged with

Miss Meiselburg

OFFICE OF WAR INFORMATION

This Report

on

EDUCATION IN THE ARMED FORCES

is

ADVANCE RELEASE: For SUNDAY Papers, August 15, 1943.

ADVANCE RELEASE ---- ADVANCE RELEASE

OFFICE OF WAR INFORMATION

ADVANCE RELEASE: For SUNDAY Papers, August 15, 1943.

Colby - 74417 OWI-2279

The United States Army and Navy are training citizens as well as fighting men and much of the training the soldier or sailor gets will be useful to him as a civilian after the war. This is the conclusion reached by the Office of War Information in a survey of the educational programs of the armed forces released today.

Some of the facts brought out by the survey were:

1. The United States Army and Navy are operating the largest adult school system in the world. One out of every ten adults in the country, eleven out of every fourteen able-bodied men between 18 and 38, will probably be students in that school system by the end of 1943. One million boys will be in the pre-induction courses which are the system's prep schools.

2. Nine out of ten of these men will receive advanced training as specialists. In the Army alone there are 650 different specialized jobs to fill. The Navy maintains 558 different schools to give the kinds and degrees of technical training its men require.

3. The serviceman will find his training as concentrated as his field rations. Under pressure of military necessity, and by wide-spread use of audio-visual aids, the armed services have in many cases been able to reduce training time greatly.

4. In an average of only 144 hours in class, the Army is able to teach illiterates to read, write, and do simple arithmetic. Already 85,000 illiterates have been "reclaimed" for Army service, and it is estimated that 750,000 more can be.

5. The serviceman will be able to carry over much of his Army or Navy education to civilian life. One out of every three Army and Navy jobs are practically identical with civilian jobs, and almost all the other two-thirds develop skills used also in civilian jobs.

X-18854

6. The serviceman will find that his chances of getting a good technical education are at least as good in the Army or Navy as they would be in civilian life. Unless he comes from a well-to-do family, his educational opportunities are, in fact, rather better in than out of the services.

7. Any high school or college course is open to him for a nominal fee, by correspondence, and self-teaching courses are available where correspondence is difficult. He receives a chance to learn a foreign language by new quick methods, and is encouraged to use his leisure-time for improving his mind.

8. The Army and Navy have bought 10,000,000 books for leisure-time reading, and are planning to buy as many as 35,000,000 more. Magazines are sent regularly to every company overseas.

9. Already the armed services are making plans to ease the serviceman's return to civilian life. The classification system that helped assign him to his military job is being set to work in reverse, thus helping him find the right civilian job. Plans are also being made to provide necessary rehabilitation, and to fill with useful training some of the gap between war's end and demobilization.

LARGEST ADULT SCHOOL

America's Army and Navy are conducting the largest adult school in the world.

One of every nine adults in this country, eleven out of every fourteen able-bodied men between 18 and 38, will probably be students in that school by the end of 1943. One million boys will be in the pre-induction courses which are its prep schools. Nine out of every ten graduates of the school will be trained as specialists for more than a thousand different war jobs.

The Army and Navy built up such a school because in this war the only place for an untrained man is home.

It has been possible in some other wars to teach a man close-order drill and the use of a rifle, then send him into battle. To send that kind of soldier to fight the Africa Corps would have been murder. To give that kind of sailor a job on a modern battleship might lose the ship.

WHAT IT TAKES TO TRAIN THE CREW OF A BATTLESHIP

The men it takes to operate the machines on one large battleship represent at least 1,500 aggregate years of training and 2,500 years of experience.

Of the 2,000 enlisted men on an average battleship:

All must have 8 weeks basic naval training.

About 500 must have an additional 16 weeks of naval technical training beyond their basic training.

Another 500 must have this training and an additional advance training course (a total of 32 weeks or more) before joining the fleet.

Another 500 must have had considerable sea experience, and at least one term in Fleet School or another of the advance training schools.

About 80 per cent of the men must complete the equivalent of trade school courses during their naval service.

All of them must continue to study and train as long as they are in active service.

Of the 100 officers:

About 50 are Annapolis graduates; the others have come out of Naval R.O.T.C. courses and Midshipman Reserve Schools, or out of the ranks of Chief Petty or Warrant Officers.

The Captain has probably had 30 years of Naval service.

The executive officer, a Commander, has probably had 20 years.

The heads of departments (gunnery, navigation, engineering, construction, communications, medical, and supply), usually Commanders or Lieutenant Commanders, average 12 to 16 years' service.

Division officers and junior division officers in each department average 5 years' service.

For the complement of 2,100 there are 2,100 assigned jobs, each one specialized yet requiring the highest degree of teamwork with the others.

WHAT IT TAKES TO TRAIN AN INFANTRY REGIMENT

The training required of an infantry regiment is equally impressive. Of the approximately 3,000 men in the average regiment, each combat soldier must have the equivalent of:

14 weeks individual training.

12 weeks unit training (which prepares the regiment to operate as a unit).

12 weeks' combined training (which prepares the infantry regiment to operate as an efficient combat team with the artillery and other units, so that the division may fight as a unit).

8 to 10 weeks' field maneuvers, under simulated battle conditions.

The service specialists in the regiment (drivers, cooks, clerks, communications experts, mechanics of all kinds, armorers, intelligence and reconnaissance men, ammunition and pioneer details, and medical sections) are detailed somewhere in the process for 8 to 12 weeks' specialized training, then returned for continued training with their units. Some of the approximately 140 officers have probably come out of West Point or another military school, and had as much as 30 years military experience. All of them, from the commanding colonel to the newest second lieutenant just out of officer candidate school, have had advanced training, many of them in staff schools like the command school at Leavenworth or various service schools. A number of them (like the regimental surgeon, the personnel officer, the chaplains) have had long training as civilian specialists before they began their military training. On conservative figuring, it takes 3,000 man-years of training to put a good infantry regiment into the field.

THE SIZE OF THE JOB

More technical training is in progress now in this country than in any other country at any time.

In September, 1939, when war broke out in Europe, there were less than 200,000 men in the United States Army, less than 100,000 in the Navy. How many are in the services now is a military secret, but it has been announced that there were at least seven million on January 1, 1943, and that nearly four million will be inducted this year.

That means that an average of 175,000 men were trained each month during the three last years, and that this year more than 10,000 are arriving every day to be trained -- nine out of ten of them as technical specialists.

WHERE THE STUDENTS COME FROM

The cream of the civilian specialists were, of course, drawn off at first. In June, 1941, 424 inductees out of every 1,000 had specialized skills useful to the Army; in January, 1943, only 205 out of every 1,000 had such skills. Out of every 100,000 men inducted as of January 1, 1943, the Army needed 1,193 radio operators. It got 30. Out of the same number of inductees it needed 2,092 telephone linemen. It got 83. There also was an acute shortage among inductees coming in early in 1943 of automobile mechanics, construction carpenters, typist clerks, electricians, hospital orderlies, telephone and telegraph linemen, medical technicians, riggers, telephone operators, utility repairmen.

That means most of our trained technicians have already been put into military or industrial positions where they will be most immediately useful.

The 3,800,000 inductees who are expected to come in this year are the last of the pool of 18-38 year olds. Of the 22 million men in this age group

7 million were already in the armed forces on January 1, 1943:

8 million, it is estimated, are unfit for military service;

1½ million must be deferred for farm work, leaving only

5½ million from whom to select the 3,800,000 needed this year.

Those 5½ million include fathers, key industrial workers, hardship cases. Two out of three of them will probably be in uniform by the end of 1943.

Three other sources of manpower supply enter into the planning of the training program. These are:

The high school boys -- 3 million enrolled, 1,300,000 in the 16 and 17-year-old groups. These boys are eligible to be called when they reach 18. Most of them are already in some kind of pre-induction training for a war job, and 25,000 of them are to be sent to college by the Army until they reach 18.

The functionally illiterates--those unable to read or write as well as a fourth-grader in school is expected to. The Army estimates that 750,000 of these can be reclaimed for military service. But first they must have 8 to 12 weeks' intensive training in the three R's.

The physically unfit whose defects can be remedied. There is no reliable estimate on their number or the extent of the therapy necessary.

The armed forces' training program for 1943 has been planned to take every possible advantage of this manpower supply. High schools and vocational schools are providing pre-induction training. Arrangements have been made to reclaim as many able-bodied illiterates as possible. The possibility of reclaiming the physically unfit is being investigated. But most of the weight of the program is being put on turning the 3,800,000 as fast as possible into efficient fighting specialists.

THE PATTERN OF TRAINING

Four kinds of training go into the building of a combat force: basic, technical, tactical, and logistic. Basic training makes a soldier out of a civilian. Technical training teaches him his specialty in specialized warfare. Tactical training teaches a soldier how to be an effective soldier in battle, a combat team how to strike as an effective unit, an officer how best to control the movements of a combat team. Logistic training teaches the science of housing, moving, and supplying troops.

The proportion of these kinds of training given the serviceman will depend on his war assignment.

Training patterns are tailored to fit the job, and, as far as possible, the man. In general, however, all patterns begin with basic training, include some instruction in a specialty, and emphasize teamwork with ever-larger combat units. Here are a few typical patterns of combat training.

THE TYPICAL PATTERN: TRAINING FOR LAND SERVICE

Suppose an inductee is assigned to the Army. From the Induction Center he reports to a

RECEPTION CENTER. Here he is assigned to a Receiving Company, outfitted with uniform and equipment, and given the Army General Classification Tests to determine for which specialist jobs he is best fitted. Meanwhile he learns something about Army jobs and military courtesy. Then he is sent to a

REPLACEMENT TRAINING CENTER OR TRAINING UNIT SUCH AS A DIVISION. At a Replacement Training Center he has 17 weeks of basic training unless he is detached during the course to go to a technical school. He is instructed in orientation and citizenship, the Articles of War, military courtesy and discipline, military sanitation, personal hygiene, first aid. He learns such individual protective measures as defense against chemical attack, recognition and defense against aircraft and armored vehicles, camouflage, and counter-intelligence. He has practice marches, drill, guard duty. He learns how to take care of his clothing and equipment, and the use of infantry weapons. He studies the nature of field fortifications, and undergoes rigorous physical conditioning.

Then he is assigned to

ADVANCED TRAINING. This may be in

A combat unit, where he will learn to fit into the combat team in 3 to 9 months' intensive training, culminating in field maneuvers; or

An Army technical school for 8 weeks or more, after which he will probably be returned to a combat unit; or

An Army specialized training unit, in which he will study for three months or more on a college campus, then be assigned to a combat unit, a technical school, or eventually an officer candidate school; or

An officer candidate school, for 17 weeks of training after which the serviceman, if he passes, will be commissioned a second lieutenant and assigned to a combat unit.

THE TYPICAL PATTERN: TRAINING FOR SEA SERVICE

Suppose the inductee is assigned to the Navy. He goes to a

NAVAL TRAINING STATION, his "boot camp" for eight weeks of basic training. He is examined again, outfitted, told about the jobs available in Naval service, and tested to determine his aptitudes and skills. He is instructed in Navy discipline, first aid, and personal hygiene, Navy customs and courtesy, Navy organization, ship's organization and life aboard ship, characteristics of ships and aircraft, ordnance, and gas defense. He learns marlinespike seamanship, use of deck tools and machinery, procedures of anchoring, mooring, and docking, rules of the road, rules of watches, use of the compass. He has life raft, visual signaling and boat drills; some infantry drill, considerable practice in using and caring for guns and a rigorous program of physical training. At the end of eight weeks he is either

Recommended for Midshipman Reserve School and a commission, or

Recommended for an immediate rating as a Petty Officer, and assigned to land or sea duty, or

Assigned to sea service, where his training goes on as part of a combat unit, or

Sent to a Navy Service School, for sixteen weeks technical training, after which he may be detailed to sea duty, shore duty, or more advanced training.

The serviceman would not necessarily have to go to boot camp before being assigned to a Naval College Unit. The Navy chooses its cadets for college training on the basis of examinations and records.

THE TYPICAL PATTERN: TRAINING FOR AIR SERVICE

Suppose the serviceman is to pilot a Navy airplane. His first training will be at a

FLIGHT PREPARATORY SCHOOL. This means 12 weeks on a college campus, where he will study mathematics and physics and take a course in physical conditioning. Then he goes to

PRELIMINARY FLIGHT SCHOOL, formerly called Civilian Pilot Training School. Here the Navy will decide whether the serviceman is worthy of the long and expensive course required to make him a combat pilot. In twelve weeks here he has about 50 hours of flight training, and 240 periods of ground school. If he proves worthy he goes to a

PRE-FLIGHT SCHOOL, for another twelve weeks. Here he is exposed to a gruelling program of physical conditioning. Then comes

PRIMARY FLIGHT SCHOOL. This takes another twelve weeks, and includes 168 periods of ground school and 85 hours of flight training. Then he moves to

INTERMEDIATE FLIGHT SCHOOL, at Pensacola or Corpus Christi for fourteen more weeks. Here he will get 140 periods of ground school and about 120 hours of flight training. If he passes, he will receive his wings and be commissioned an ensign. Then he decides between big ships and little ships and is assigned to

OPERATIONAL TRAINING. This lasts eight weeks, includes 80 more periods of ground school, at least 100 hours of flight training. Only then -- after 70 weeks, 1400 periods of ground school, more than 300 hours of flight training, after watching 35 percent of his fellow cadets wash out -- is the serviceman assigned to active duty in a Navy plane.

Army pilot training follows a roughly similar pattern, but includes no pre-flight school and is, therefore, shorter.

METHOD OF TEACHING

In every large school system there is both good teaching and bad teaching. In the armed services, which are a gigantic school system, there are all kinds of teaching and great difference in programs.

Much depends on the local commanding officer. If he is interested, a good program is likely. Much depends also on the officers instructing the servicemen. Excellent blueprints and materials are available. The Army and Navy teach the serviceman as fast as he can be taught thoroughly. Using a wealth of audio-visual training aids, they let him learn wherever possible by doing and observing, rather than by being told. There is no more theory than is absolutely needed -- even in the highly technical vocational courses not more than 20 percent.

The serviceman is not merely told that a lighted match may be clearly visible at 1,000 yards; he sees for himself. He is allowed to see which kinds of camouflage are effective, and is given many combat problems to work out, under conditions as close as possible to those he will find in battle.

He learns to keep low under fire by crawling 100 yards over rough ground while real machine guns spray lead thirty inches above the ground. He is taught to dig a good foxhole by digging one deep enough so that a tank can rumble over it without hurting him. He is told that his squad is assigned to capture a dummy machine gun, and when he has worked out the problem his fellow soldiers and his officers criticize his solution.

The way an infantry soldier learns to shoot exemplifies the way he is taught. He begins by learning how a well-sighted rifle looks. All around him he sees posters showing a bullseye floating in the center of a circle just over the front sight of a rifle. He memorizes that picture and practices adjusting a pair of sights mounted on a wooden bar until they make that same picture. He learns to take the gun apart and clean it, practice squeezing the trigger smoothly. He mounts the rifle on a wooden stand, practices drawing a bead on a paper target, marks the exact spot where his sights point. When he can sight three consecutive points close enough to be covered by a pencil eraser, he is graduated to sighting at actual targets on the rifle range, taking aim from different positions and different distances. All this is "dry run" practice without ammunition. When finally after several weeks he is given ammunition for his gun, he makes a good score even on the first rounds.

Tank gunners practice marksmanship from platforms that rise, fall, and tilt like tanks in motion. Antitank and Antiaircraft gunners practice with small ammunition against toy-size targets that move realistically. Airplane gunners shoot electric guns at moving pictures of enemy planes, and practice all the problems of blind flying in a Link Trainer, a few feet above the floor.

TRAINING AIDS HELP SERVICEMAN LEARN

Other examples of the audio-visual training aids that speed up the serviceman's learning are:

Moving pictures -- Many educators have called the sound film the most effective teaching device developed since the invention of printing. The serviceman will see a training film on his first day in the service. Films will help him through basic training, technical training, advanced training. If he is sent to college, he will find a catalogue of films to supplement his courses there. The Navy has more than 2,000 training films available, uses them to service more than 1,400 separate activities. Both services have regional film libraries. The average post or training station shows nearly one hundred training films a day. Warships have 16-mm. projectors used for training films by day, entertainment films at night.

Models -- enlarged "mock-ups" of delicate machinery, scale models of large installations, relief maps to illustrate strategy, equipment like cardboard sextants to replace expensive tools for training, toy warships that trail sand to mark their course while the instructor illustrates battle maneuvers, hundreds of others.

Charts -- a great variety, including such subjects as electrical circuits, cutaway views of machinery, enemy uniforms, and thousands of others.

Slide films and film strips -- used for a great variety of purposes. The most spectacular example of their use is in teaching swift recognition of aircraft and warships. The system was developed by Dr. Samuel Renshaw, is taught in an eight weeks' course at Ohio State University to officers, and by them in turn in Naval Training Stations and bases, on ships, and in the Army Air Forces. The system is useful because in actual combat there is often too little time to identify a swift plane by the familiar WEFT system -- which catalogues a plane in terms of Wings, Engines, Fuselage, and Tail. If a plane has wings of a certain shape, it must be one of a dozen kinds; if it has two motors, instead of four or one, that reduces the number of possibilities to eight; if it has a short stubby fuselage, it must be one of two models; and the shape of its tail will determine whether it is plane A or plane B. That is the way the WEFT system works. It is easy to learn, but not as fast as the Renshaw system. The Renshaw system teaches by means of a flash projector, which throws a picture on the screen for a controlled length of time. At first the student is allowed to look for several seconds; at the end of 8 weeks he is expected to be able to identify 168 planes and ships in 1/75 of a second each. He learns all these craft from several angles; there are over 1,500 slides for the 168 ships and planes. Two graduates of the course are assigned to every battleship, one to every cruiser.

Army and Navy teachers say that audio-visual aids enable the serviceman to learn more and faster, and remember longer. Furthermore, because the same training aids are widely used, training tends to become more nearly uniform throughout all posts and stations.

But Army and Navy officers say that in a majority of men the "movie habit" must be overcome before training films can be as effective as they should be. Men are used to going to films to be entertained, not to study. They are used to "turning off their minds" at will, as they turn off their radios. Not until they overcome this habit do they get the most out of their visual training aids.

In general, these training aids are merely preparatory to learning by doing. As soon as possible the serviceman is put under simulated field or combat conditions. If he goes to motor mechanics school, one of his first assignments is to take down an engine and reassemble it. If he goes to Marine radio school, he will top off eight weeks in the classroom and laboratory with four weeks' hard field work, cutting paths through a forest, building communication centers, digging foxholes, connecting field generators, climbing trees like a South Sea Native, stringing antennas, developing camouflage.

The serviceman will likely find the attitude of his Army and Navy teachers is like that of a coach to a player. They will demonstrate, advise and correct. But mostly they will try to help him learn by practice. Increasingly they will give him problems for which there is no set solution, and their attitude will be, "Let's work this out together."

PRE-INDUCTION TRAINING

The average inductee needs six to nine months of training before he is really ready for combat and the armed forces' training programs are already as concentrated as field rations. The only way to cut training time appreciably is for the prospective serviceman to learn some needed skills before induction. Therefore, the Army and Navy have developed two devices. One is the classification system, which is designed to make every possible military use of his civilian experience and to reveal military or technical aptitudes. The other is the mobilization of high schools and vocational schools to give boys the training they will need in military service.

All servicemen, the Army says, have certain common needs which might be met, in part or as a whole, before induction. These are:

An understanding of the basic issues of the war.

An understanding of the nature of military life.

Good health and hard physical condition.

A capacity to express themselves clearly, to read and listen accurately.

An ability to compute accurately, at least on the level of simple arithmetic.

If in addition to these an inductee has some mechanical skill, or knows something about electricity, shop work, radio, machines, or automotive mechanics, or can use hand or machine tools, he can be made more easily, more quickly, less expensively into a military specialist.

Two levels of pre-induction training are now being recommended to the high schools. One gives increased emphasis to mathematics, physics, and physical education, plus pre-flight aeronautics. This is the program of the High School Victory Corps, administered by the United States Office of Education, with Army, Navy, and Civil Aeronautics Authority represented on its National Policy Committee. The other also emphasizes mathematics, science, and Physical education, but recommends in addition that the serviceman study broad foundation courses in technical skills -- electricity, machines, radio, automotive mechanics, shop work. This is the recommendation of the Army Pre-Induction Training Branch.

In the last war, the Army also established a Pre-Induction Training Branch, but its first pre-induction manual appeared in the summer of 1919. This time it got quicker action.

According to figures compiled by State Departments of Education, enrollments in pre-induction courses in February, 1943, were:

Physical fitness	909,899
Pre-induction physics	320,408
Pre-induction vocational courses	227,883
Pre-induction aeronautics	191,576
Shop work	163,112
Electricity	102,039
Machines	92,893
Radio	88,224
Automotive mechanics	84,254
Radio code practice	60,000

Eighty percent of this year's high school graduating class, the Office of Education estimates, will enter the armed forces--40 percent the air forces, 32 percent the land forces, 8 percent the sea forces. Most of the remaining 20 percent will go into war industry. School officials estimate that well over a million boys will be taking a pre-induction program of study by the end of 1943, and the Army is considering plans to extend its program to girls and to out-of-school boys. Pre-induction training for the next few years, therefore, is likely to become one of the most important branches of military training.

ASSIGNMENT TO TRAINING AND JOB

The armed services are interested in two things about new men: how will they behave in battle, and what military job will they do best? The first question can be answered only in combat. The answer to the second depends on classification and assignment officers.

The Army and Navy classification systems have absorbed the lessons of twenty years of industrial personnel work and the procedures of forty years of psychological testing. Yet classification is still a hard job. By civilian standards, Army and Navy life is abnormal. Civilian jobs are represented in the armed forces by service jobs, but an efficient Army or Navy requires a maximum of combat troops and the barest minimum of service troops to keep the combat units in operation. Furthermore, war demands that the serviceman be classified and assigned to the position where he will do the Army or Navy most good, not necessarily to the one which will do him most good.

The problem is to fit the skills and talents of a man to the needs of the armed services at a particular moment. If the focus of warfare changes from deserts to jungles, the assignment officers will get requisitions for different kinds of troops. When a new division is being formed it will ordinarily draw its troops from near at hand. One soldier may have the same needed skill as another, but if the latter can be more quickly put into the combat team, the former must be utilized in another way.

Suppose the inductee is a highly trained teacher. The Army needs only a very few teachers. Between February, 1942, and March, 1943, it was getting about six teachers per thousand inductees. If the inductee was one of those, he had about one chance in a hundred of using his teacher's training in the Army.

During the same period, the Army was getting 27 sales clerks per thousand inductees. It needs practically no sales clerks. It was getting a number of lawyers and needing practically none. But it was getting five cooks and needing 25, 14 automobile mechanics and needing 18, less than one airplane mechanic and needing 30 or more. In general, any mechanical skill can be used in the Army and Navy; there is no excess of mechanical skills. But the professional men (outside of medicine and dentistry) and the so-called white collar workers may have to turn their abilities into different channels.

The Army has found out some interesting things about the relation of civilian occupations to military ones. For example, certified public accountants have become excellent mess sergeants -- better, in many cases, than men who have been club stewards in civilian life. Musicians have repeatedly been found to do better at radio work in the Army than some experienced radio "hams". When an unusual number of failures was reported by one Army school for cooks, at which most of the students had been cooks in civilian life, it was found that these men had been working as cooks only because they could not get other jobs they preferred. Now that they were in the Army they wanted to come out of the kitchen and become combat troops.

Personnel is never static. A man who promises to be an excellent mechanic or machine gunner when he enters the service may within a few months develop aptitudes that make him a potential anti-aircraft gunner, tank commander, or officer candidate. Therefore, classification must be a continuous process during the entire period of an enlisted man's active service.

Proper classification will help to use the inductee's technical skills where they are most needed, send him to the right special schools, minimize the number of his transfers from regiment to regiment, job to job, and keep his and his fellow soldiers' skills and talents so catalogued that any unique combination of special skills and talents--for example, an airplane mechanic who speaks Chinese--can be promptly located when needed. In other words, proper classification is the prime factor in fitting civilians to the army.

THE CLASSIFICATION PROCEDURE

The inductee's fifteen minutes with the classification interviewer will be some of the most important minutes of his military career.

When he comes to that interview a great many facts about him are already on a card in the interviewer's possession. His personal history is there, his schooling, work experience, interests, hobbies, foreign languages, and previous military, R.O.T.C., or Civilian Conservation Corps experience. Some test grades are recorded on the card, too.

The interviewer, therefore, knows a good many things about the inductee before he begins probing into the kinds of work the inductee has done, the skills he has, and the hobbies he rides. He asks questions skillfully, so as to elicit replies without suggesting the answers in advance. (Interviewers are carefully trained and come in many cases from civilian personnel work.)

The inductee has been a lawyer. Knowing the services have little use for that talent, the interviewer concentrates on the inductee's hobbies. The lawyer, for example, might be an amateur photographer. This skill is more useful to the armed forces than the inductee's knowledge of the law. The interviewer notes on the card that the inductee might be assigned to the Signal Corps as a photographer or dark room technician.

The inductee has been a tailor. The armed services need tailors, but a tailor's skill may be used in a number of military jobs. Tailors, for instance, can become parachute riggers. A parachute rigger, like a tailor, must know how to use clothcutters, sewing machine, needle and thread, splicing tools. The Army or Navy may need the inductee more as a parachute rigger than as a tailor.

The inductee went to engineering school, but had to quit before graduation and get a job as a truck dispatcher. His hobby is building radio receiving sets. Here are three definite lines of ability of use to the armed forces. The interviewer learns exactly what the inductee did and enjoyed most. If necessary, he gives the inductee a short oral trade test to check up on his training -- 71 of these trade tests are available.

When the inductee comes away from the interview, his card bears three very important notations -- the military or naval job for which he appears to be best fitted, and second and third choice.

Classifying officers check the details of the inductee's card, code them so they may be sorted by machines. Then the card follows the inductee wherever he is assigned, constantly being revised in terms of his performance record and experience.

Sometimes the officers err and personal injustices are done. But the system handles 10,000 new men a day with a minimum of misplacements. Both Army and Navy are inclined to endorse for their respective classification systems what the Adjutant General, Maj. Gen. James A. Ulio, has said: "It is believed that no Army in history has ever put its available manpower to better use."

VOCATIONAL TRAINING

The serviceman has at least as good a chance to get a vocational education in the armed services as in civilian life. In fact, if he is not well to do, his chances are rather better in the services.

The Navy maintains 558 technical schools. The Army plans to send 1,500,000 men through its vocational schools this year, for technical training.

About one out of three Army and Navy specialized jobs are direct and basic training for corresponding jobs in civilian life. Nine out of ten Army and Navy specialized jobs develop skills needed for civilian jobs.

Pilots, motor mechanics, radio operators, machinists, meteorologists, cooks, bakers, tailors, printers are getting direct preparation for civilian jobs. In hundreds of other service jobs, men are receiving indirect preparation.

A fire controlman works with the firing mechanism of a ship's guns. He must use and adjust optical instruments, know electricity well enough to diagram and build circuits, inspect and repair the delicate mechanism that controls the timing and aiming of a big gun. In short, he must know many of the things than an electrician, an optical maker, or a worker in an instrument-making plant must know. With a very little added instruction he can step into one of those jobs when he returns to civilian life.

An aviation metalworker may not seem to be preparing for a civilian job. But he learns to repair radiators, pipe connections, instruments, and joints; becomes familiar with all the kinds of metal used on aircraft, learns to forge, brace, weld, electroplate, bend pipe, use an acetylene welding and cutting outfit, operate hand and power wood-working tools. He learns the principles and theory of flying. When he is ready to return to civilian life he can return as a metalsmith, a shipfitter, a tinsmith, a plumber, or an aviation maintenance man.

Here are a few of the vocational jobs for which training is given in the vocational schools of the armed forces: motor mechanic, aviation mechanic, automotive mechanic, armorer, welder, metalworker, machinist, gunsmith, meteorologist, pilot, telegrapher, radio operator, radio maintenance man, electrician, carpenter, boilermaker, molder, photographer, printer, cook, baker, steward, painter, patternmaker, clerk, typist, secretary, truck driver, telephone maintenance man, dial telephone mechanic, draftsman, mapmaker, surveyor, optical maker, blacksmith, saddler, horseshoer, Diesel engine mechanic, fireman.

This training has to be thorough. If it is important not to make any mistakes repairing an automobile, it is many times as important not to make mistakes repairing an airplane or a battleship. It may cost a customer to repair a civilian radio badly, but it may cost a regiment to repair a military radio badly.

Here is the curriculum of one course designed to train men for engine-room duties aboard the Navy's Diesel-powered boats:

Diesel mechanics -- theory and operation of Diesel engines.
Diesel operation and maintenance -- practical problems of operation and care.
Applied electricity -- electrical gear aboard naval craft.
Electricity -- motors, generators, controls, sound equipment.

Refrigeration -- freon, ammonia, and sulphur-dioxide machines.
Gasoline engines -- emphasis on carburetion and ignition.
Steam -- an introduction.
Mathematics -- basic arithmetic and its application to practical problems.
Welding -- gas and electric welding.
Use of small tools.
Practice in the disassembling, repair, and rebuilding of Diesel engines.

That is a thorough course. Yet, to be of maximum use in this war, it must also be a fast course. Therefore, the teachers make every possible use of training-aids--sound films, cutaway engines, working models, charts, "mock-ups" of Diesel parts. They plan this and similar courses so that every possible moment can be spent on actual laboratory work, and only the barest necessary minimum on theoretical instruction.

THE ARMED SERVICES USE THE COLLEGES

Very early in our preparations for war the colleges were drafted to help train specialists and leaders. Among the jobs for which service men are now being trained on college campuses are: general administrators, chief clerks, specialists in administrative procedures, classification specialists, administrative and technical clerks, statisticians, radio instructors, air cadets (ground training), meteorologists, pre-flight cadets, chaplains, engineers of all kinds, Diesel mechanics, automotive mechanics, machinists, staff officers for military governors in occupied areas, personnel psychologists, Special Service officers, military police for service in occupied areas, interpreter or translator, surgeons in a number of special fields, anesthetists, X-ray technicians, physical therapists, physicians (pre-medical and medical students), specialists in tropical medicine, sanitary officers, mosquito control experts, experts in venereal disease control, medical laboratory chiefs and assistants, aircraft machinists and mechanics.

The best known of these military training programs in college are probably the Army School of Military Government, at the University of Virginia, in Charlottesville, and the corresponding Navy School at Columbia University.

The Charlottesville school offers a rigorous sixteen weeks' course, at the end of which graduates are available for liaison duty between the United States Army and the civilians of an occupied country. These students are handpicked men. They must demonstrate that they are good administrators, can get along with people in all walks of life, have diplomatic tact of a high order, know a foreign language, and preferably have spent some time in a foreign country. They must have attained high professional competance in some field of public administration or in a profession related to public administration.

At Charlottesville, they hear lectures on military law, international law, state and municipal governments, public administration, and the conditions and characteristics of countries and regions which may be occupied. They study a foreign language. They are divided into small groups to study problems involving the setting up of military governments in specified cities and countries.

This requires intensive research. More than 4,000 maps are in the school's collection, and an average of over 7,500 books are borrowed from 30 other libraries during each school term to aid the students in solving their problems and getting acquainted with the areas they study.

THE BASIC COLLEGE PROGRAMS

The inductee is not likely to be sent to a School of Military Government. Only captains, majors, lieutenant colonels, and colonels attend at Charlottesville, and less than 150 were accepted out of more than 2,000 applications for the class that began in January, 1943. But he may well be eligible for the Army Specialized Training Program or the Navy College Program, which were planned on a scale that might cost $500,000,000 and would ultimately send about 200,000 service men at any given time to study in colleges.

These Army and Navy programs are intended chiefly as training for potential officers. They are alike in many details. The services contract with colleges for teaching, buildings, food, facilities for exercise and training. Colleges are chosen, after inspection, from a basic list approved by a joint Army-Navy-War Manpower Commission committee. Students are chosen on merit and promise of usefulness; financial or social standing has nothing to do with their right to go to college in this program. They are paid Army or Navy salary, furnished uniforms, housed, fed. The Army or Navy says, in broad terms, what courses they take, but the college's own faculty does the teaching. If a student does unsatisfactory work, he will be transferred to other military duty. Otherwise he will be permitted to finish his course of training, unless a military emergency demands otherwise.

In those respects the plans are alike. In certain other points they are importantly different.

The Army requires a man to complete his basic training before assignment to a college unit. The Navy requires no preliminary training, permits an eligible man to continue his college training without interruption. The Army, furthermore, assigns its men to college units without necessarily returning them to their former colleges. The Navy lets its men stay on their own campuses if there are naval units there. The Navy, trying to make its college training as much as possible like Annapolis training, permits its men to participate in intercollegiate athletics.

Army trainees are permitted to participate in college extra-curricular activities insofar as such activities do not interfere with their academic and military routine. Trainees are encouraged to participate in competitive sports within the unit. Because of the time required for instruction, training and supervised study, participation in inter-collegiate athletics is not permitted.

If the inductee is sent back to college by the Army or Navy he will spend 52 to 60 hours a week in class and laboratory, twice as many as he would have spent as a civilian. He will keep in shape with much harder physical conditioning than the average civilian student gets. His work day will begin at 6:30 a.m. and end at 10:30 p.m. except for Saturday evenings and Sundays. He may study engineering, supply, pre-medicine, pre-dentistry, pre-chaplain, personnel psychology, veterinary medicine, foreign areas, foreign languages, or other militarily useful fields.

If he is in the basic course, he will get a broad foundation in mathematics, physics, English, history, physical education, and military or naval science. After the first two terms, his program will become more specialized, and point toward the service job he may ultimately hold.

The major fields of study in the Army Specialized Training Program are medicine, dentistry, veterinary medicine, engineering (numerous branches), personnel psychology and foreign areas and languages.

It is expected that by January 1, 1944, more than 150,000 uniformed students will be on American college campuses. Ivy League colleges expect to have almost no civilian student body except for a few 4-F boys and female graduate students. Large state universities expect almost no civilian men, and a much reduced complement of women. Some colleges have lost half their teachers; the average college has lost 25 percent. But such universities as Chicago number their Army and Navy training contracts in or near three figures. Harvard on June 1 had more than 4,000 Army and Navy students, Yale more than 3,000. Four universities--Iowa, North Carolina, Georgia, and St. Mary's, California--had Navy pre-flight schools, numbering in the neighborhood of 2,000 students, in addition to numerous other training contingents.

THE ARMY TEACHES THE THREE R'S

To fight this kind of war, the serviceman must be able to read easy technical material, messages, and signs, write messages, do at least simple arithmetic.

Unfortunately, many able-bodied and intelligent men in this country cannot meet those qualifications. Four states have 36 percent or more adult illiteracy. This does not necessarily mean that 36 percent of the adults in those states could not learn to read, write, and figure if they were given the chance. It may mean that they had little chance to go to school. The Army estimates that at least 750,000 American men would make fine soldiers if they could be taught to read and write English, and figure at a level equal to that of a fourth-grader.

On January 15, 1942, the Army established the first of a series of Special Training Units in Replacement Training Centers throughout the country. Their function is to attack illiteracy, reclaim men for service in this new technical Army. A number of illiterates, not greater than 5 percent of the total induction, may be admitted and assigned to these Special Training Units.

Now there are over 250 Special Training Units. They have reclaimed more than 85,000 men for the Army. They have discovered that over 80 percent of the illiterates sent to them can be made into good soldiers, and that 55 percent of them are able to go on to specialist training and fill one of the Army's technical jobs.

The illiterates are screened by a visual intelligence test at the Induction Center, so that theoretically only good prospects are admitted. In the Special Training Unit they receive up to thirteen weeks training in elementary reading, writing, and arithmetic, some drill, some training in first aid and military customs and duties, some physical conditioning. When they reach a fourth-grade level in the three R's they are assigned to basic training.

Film strips have been prepared to help teach these men the rudiments of Army discipline and routine. Among the strips used are "How to Wear Your Uniform," "A Soldier's General Orders," and "Military Discipline and Courtesy." Our War, an illustrated eight-page magazine issued monthly for these men, contains stories, pictures, cartoon strips, map and word games, and announcements, all written at no more than fourth-grade level. A single-sheet supplement to the Newsmap is also sent out weekly to give these men the current information from the Newsmap in language they can understand. "Your Job in the Army" explains to men in the Special Training Units the different Army jobs for which they may qualify if they pass the course.

The students are divided into a number of groups, according to the level of proficiency which they bring to the course. As they learn, they move to a higher group. Competition is keen. The men are usually not embarassed by being sent back to first grade. They regard it as a part of their Army job, a task to be done before they can go farther.

They spend three hours a day in class, the rest in study, drill, and conditioning.

The Army finds that the average illiterate is able at the end of 8 weeks training -- 144 hours in class -- to do the equivalent of four grades' reading, writing, and arithmetic, graduate from the course, and move on to basic training.

PHYSICAL CONDITIONING

Of the first 2,000,000 men called by Selective Service, 900,000 were rejected on physical grounds. Most of those who were accepted were found to have weak shoulder and arm muscles, and to be short on endurance.

Both the Army and Navy have taken steps to correct the faults by increasing and revising their programs of physical education. On October 18, 1940, when an all-Navy directive was issued to require the peak of physical fitness in Navy personnel, the Physical Fitness Section of the Navy Department was composed of one officer and four men. Now there are more than 5,000 chief specialists in physical conditioning.

Both services now devote a considerable part of training to making the serviceman tough and healthy, and impressing him with the importance of fitness.

But the prime symbol of physical education in this war is the Navy's experiment with pre-flight schools. There is nothing like these schools in the Army, or in any other country.

After a Navy flying cadet has had preliminary flight training, he is sent to one of the five pre-flight schools to live an athlete's life for three months. He gets some basic study, some indoctrination. But the majority of his time is devoted to body-building exercises and competitive sport. He measures himself regularly against a gruelling obstacle course. He has a rigorous course in swimming with full equipment. He learns hand-to-hand fighting, no holds barred. He plays football in season, boxes, wrestles, runs. He goes through a program in comparison to which the average athlete's conditioning is easy, and the average man's exercise is sedentary.

The purpose of this training is to produce the most physically fit body of aviators in the world, to send them into final flight training with the confidence of top condition, the "killer instinct," the joy a fine athlete feels in a fight.

Some aviators are heartily for the pre-flight physical training. Others say that muscle men do not usually make good fliers because they lack sensitivity of touch. The first class of pre-flight graduates is now finishing flight training, and physical educators will watch its combat record with interest.

OFF-DUTY EDUCATION

The inductee has had considerably more civilian education than his counterpart in the last war. About 14 percent of our armed forces in this war are college men, nearly 4 out of 10 have graduated from high school, and about 2 out of every 3 have been to high school.

Nevertheless, more off-duty educational opportunities have been provided, by the Army Special Service Division and the Navy Educational Services Section, than any Army or Navy has ever had before.

They include:

> 700 correspondence courses, carrying school or college credit, and a number of self-teaching courses.
>
> Voluntary after-hours classes in bases and posts throughout the world.
>
> The best books and the new magazines, available to American fighting men everywhere.

Orientation lectures, movies, newsmaps to keep the serviceman up to date on the war and its significance.

Foreign language study, using photograph transcriptions and new quick methods.

Pocket-guides to help the serviceman understand the countries and people he may see.

THE ARMED FORCES INSTITUTE

If the serviceman left any unfinished educational business behind him when he joined up, the Armed Forces Institute will help him finish it.

The Institute is the most ambitious University-by-mail in history. It offers any high school or college course and a great many trade and vocational courses by correspondence. If the serviceman is sent to a place where correspondence is too difficult, he may take many of these subjects in self-teaching form. He gets these courses at bargain prices, and he gets school or college credit for them if he wants it.

The Armed Forces Institute began as the Army Institute. It established headquarters in Madison, Wisconsin, and enlisted the cooperation of 81 colleges and universities giving correspondence courses. Thus it was able to offer more than 700 approved high school and college courses, at first to the Army, later by agreement to the Navy, Marines, and Coast Guard, also.

The Institute supplemented these 700 courses with 64 correspondence courses of its own making. These included a large proportion of mechanical, electrical, and civil engineering courses of especial use to the armed forces.

Then the Institute took a third step. It began to prepare self-teaching courses for subjects in which it was not necessary to grade regular written assignments, and for parts of the world with which correspondence is difficult or spasmodic. Self-teaching courses were prepared in arithmetic, shorthand, typewriting, algebra, English. Those were easy enough to make. The student could be given a key to correct his own work, and at the end of the course could take an examination supervised by a superior officer. But there was a demand for courses like physics. How could physics be taught without a laboratory and laboratory supervision? The Institute editorial staff solved this problem by making laboratories of the elaborate machines with which servicemen are required to become familiar -- weapons, vehicles, motors, instruments of communication. For example, the staff said, what better illustration of the principle that every action has an equal and opposite reaction could the student find than the recoil mechanism of his gun? The staff wrote the course using military life as laboratory. The course is highly successful.

For a course prepared by the Institute, the serviceman will pay two dollars. For a course offered by a cooperating college or university, he will pay half of the fee. The Army or Navy will pay the rest, up to twenty dollars.

First catalogues of the Institute were issued in December, 1942. Between January and May, the increase in enrollment was nearly 400 percent. New registrations are coming in now at a rate of about 1,000 a week.

Sixty percent of the enrollment is overseas. Shorthand is the most popular subject abroad, airthmetic the most popular with men in this country.

THE CLASSES SERVICEMEN WANT

The serviceman is his own Dean in the Army and Navy. He decides what he wants to study in his spare time, and sometimes recruits the teacher and schedules the class.

Dozens of off-duty classes are now held in outlying Naval bases like Kodiak and Guantanamo, Naval training stations like Bainbridge, Army posts like Fort Monmouth. The subjects are those the men are most interested in. At Bainbridge they include geometry, basic mathematics, review arithmetic, high school algebra, Spanish, German, English grammar, American history, shorthand. The classes usually meet two evening hours a week for six weeks. They are free, and textbooks are furnished. Enrollment averages about 15. Teachers may be officers or enlisted men. They receive no pay for teaching. Sometimes they have taught before, sometimes not. The test of their ability is not whether they have a teachers certificate, but whether the students come back.

In the Navy, these off-duty classes meet in an Educational Service Center. Centers have been established at most outlying bases and are now being introduced in continental stations. Each center has an education officer who helps to organize classes, secures teachers; sees that the center has a library, moving pictures, newsmaps, phonograph records for language students.

The whole program is completely democratic and voluntary. Only those men who are interested come. But interest is high and the men are grateful, particularly in isolated bases like the three which call their Educational Service Centers the University of Kodiak, the College of Dutch Harbor, and the Academy of the Andreanoff Islands.

SERVICEMAN'S ORIENTATION

The armed forces want the serviceman to understand how and why we became involved in the war and to be informed of its current progress. They give him an average of about an hour a week orientation during his basic training. This includes talks and discussions on the nature of the war, strategy, and developments in the war news based upon a daily War News Summary, the weekly "Newsmap" and a reference manual entitled "The War in Outline." Essential themes are stressed by documentary films on "Why We Fight," "Know Your Enemy," and "Know Your Ally."

In the Orientation films and the Newsmap, the serviceman is being exposed to two much admired teaching devices. One of the films, "Prelude to War," is being made available commercially. Every school and library in the country would like to be able to show the Newsmap, which so far is being made available only to a few depository libraries. But the serviceman will see it wherever he may be stationed in this country, and a smaller edition is now being sent overseas.

The Army requires that officers discuss the war news at least once a week with their men, and officers in both services are expected, whenever possible, to provide periods for listening to news broadcasts or to post the news as received. How much of this is done is at the discretion of the commanding officer; whether it is done well depends on the officer handling the discussion. Neither of the services has developed its discussion program so far as the British Army or feels the same freedom to choose its subjects for discussion, but these little meetings are potentially an important contribution to the serviceman's wartime education.

READING MATERIAL FOR SERVICEMEN

The Army and Navy have built up the largest library system in the world.

The services have already purchased more than 10 million books -- exclusive of training manuals and of such donations as come from the Victory Book Campaign. Plans have now been made to purchase through the Council on Books in Wartime as many as 35 million more.

Nearly every Army post, Naval station, camp, and ship has a library well stocked with books and magazines. A big post like Fort Monmouth has 20,000 volumes. A battleship has about 3,000. There are between 1,500 and 2,000 permanent Army and Navy libraries in this country.

When the men cannot come to these libraries, the libraries come to them. Weekly and monthly magazines go to every Army company overseas. More than three million books have been sent abroad. Traveling libraries follow the men almost to the front lines, and books and magazines are delivered to isolated bases by parachute or in water-tight boxes.

The men ask for classics and Westerns, technical books and mysteries, best sellers and poetry. They get them all. Most of the magazines sent overseas are reprinted in special pocket-size editions without advertising. Under terms arrived at with the Council on Books in Wartime, future books will be pocket-size and paper-bound. The cost per book will be the lowest in the industry's history.

A daily news summary is sent over Signal Corps facilities by the Special Service Division to all troops in this country and abroad.

ENTERTAINMENT

Offered to the servicemen is the best in radio, stage and screen entertainment which may improve his cultural background. On the average, 88 radio programs a week are beamed at the U.S. armed forces in all parts of the world. Thirty-four of these are the most popular shows on the major American networks. Many of the others are created by the armed services. The programs provide news and entertainment.

With the cooperation of the Army and Navy and the theatrical profession, U.S.O. Camp Shows have organized the largest theatrical enterprise in history. Since opening in May, 1941, at Camp Dix, Camp Shows have played to more than 20 million servicemen in this country and to an indeterminate number overseas. Last winter, shows were given at 1,336 domestic posts, camps and stations. Seventy-two units have gone overseas. (OWI release No. 1585, issued April 14, 1943, gave details on camp shows).

Every post or station has at least one moving picture theater. On May 1, the Army had 924 post theaters in this country. Almost all warships have 16-mm. projectors used for training films in daytime, entertainment by night.

The Army and Navy have spent approximately $200,000,000 for recreational facilities, including equipment for athletics, indoor games, shows and music. Most American posts and bases have athletic fields and recreation buildings, some of which seat as many as 10,000. Most camps and posts have volunteer bands or orchestras.

THE POCKET GUIDES

When servicemen embark on a transport, or get leave from a warship in a foreign port, they are handed copies of a Pocket Guide to the country of their destination.

These guides are brief and to the point. They provide a brief history of the country, a description of the people, the government, the business, the food, and money systems and a glossary of terms and "slanguage." The book has good maps, cartoons, pictures.

Pocket Guides have been written for New Zealand, Iran, North Africa, West Africa, Alaska, Australia, India, China, New Caledonia, Egypt, Syria, Iraq, Northern Ireland, and Great Britain. Others are in preparation.

FOREIGN LANGUAGES

Because this is a world-wide war, the armed services need a great number of experts in foreign languages. For many languages important in this war, like some of the South Pacific tongues, no lexicon, grammar, or textbook exists. Many others, like Japanese, are notoriously hard to learn.

For more than a year the Intensive Language Program sponsored by the American Council of Learned Societies has been conducting intensive thirteen-week courses on college campuses in such tongues as Fanti, Haussa, Swahili, several dialects of Arabic, West African Pidgin, Melanesian Pidgin, Burmese, Mandarin, Cantonese, Fukienese, Amoy, Modern Greek, Hindustani, Hungarian, Icelandic, Persian, Japanese, Korean, Kurdish, Malay, Mongol, Pushtu, Dutch, Portugese, Panjabi, Russian, Thai, Turkish, and Annamese.

Foreign languages are taught at both military government schools, and at the Navy school of Japanese in Boulder, Colorado. Classes in several languages, implemented by phonograph transcriptions, are offered at all Navy Educational Service Centers.

Every soldier going overseas has a chance to pick up the 100 to 150 most useful phrases of the country to which he is going. This thumbnail knowledge is taught by phonograph records made by natives of the country where the particular language is spoken. Soldiers sit around the phonograph looking at brief guides to the language they are learning. They repeat three times after the record -- the terms of greeting, the common questions, numbers, names of foods, money system, time of day, days of the week, and finally useful phrases in general. After six or eight hearings of these records, the soldier usually knows enough of the language to meet his immediate needs.

The records are now available in twenty-eight languages. For those soldiers who have time or need, there is a second level of teaching records, aimed at building up a vocabulary of 500 to 600 words.

HELPING THE SERVICEMAN BACK TO CIVILIAN LIFE

At least nine out of ten men in the Army and Navy are not military career men. When the fighting is over they will want to return to civilian life and civilian jobs. The Army and Navy are making plans to help them.

Both services have announced that they are gearing their classification system to work in reverse during the period of demobilization. As the classification experts are helping the Army and Navy make the best use of the serviceman, so they will help him to find his best place in industry and business.

These experts are assembling accurate descriptions of the jobs the servicemen learned to do in the services, so that a civilian employer will see instantly where in his available jobs the serviceman fits. They are also keeping the serviceman's cumulative record up to date, and preparing to give any additional tests that may be necessary to make his talents and achievement clear to a prospective civilian employer. Finally, they are preparing to tell the serviceman what civilian job he is fitted for, and what training he lacks for a civilian job he may want, and to help him, if possible, get the training he needs.

Neither service has announced exactly what it plans to do about such post-cessation training. There will probably be a period between the end of fighting and the time of demobilization when large groups of American soldiers will be scattered over the world, with insufficient transportation to bring them home, or a good military reason why they are needed abroad for a while. Both the Army and the Navy are considering plans to devote some of this time to useful training. The Navy's Education Centers, the Army Special Service program, and the Army and Navy college training programs point the direction this post-cessation training may take.

In addition, the machinery of the Reemployment Division of the Selective Service System is already set up and functioning to find jobs for men separated from the service.

OFFICE MEMORANDUM

O.W. Files

OFFICE OF WAR INFORMATION

To: Mary Robinson **Date:** July 28, 1943

From: Bess Furman

Subject: Pr 3077 - S.S. Bldg.

Will you please glance over this report, and let me know if I have made any awful errors or omissions? Have used in it some material from the Women's Bureau. Certainly appreciate the wonderful cooperation you always give me.

on the National Roster -

mailed back to her 7/30

BF phoned her 7/30 to say MVR had no suggestions to make - it all was most interesting and excellently handled - BF noted an omission of some kind on page 10.

8-0065-nobu-pd-ct-wp

O.W.I

July 16, 1943.

Mr. Phil Stitt
Office of War Information
Room 3540, Social Security Building
Washington, D. C.

Dear Mr. Stitt:

Referring to our conversation concerning the enclosed circular and your suggestion that we prepare a brief news release on these posters to bring this matter to the attention of trade and industrial publications, we are attaching the release herewith.

We shall appreciate immensely your cooperation in this matter. The Superintendent of Documents has printed 2000 sets of the posters and we have assured him that we would help to advertise them through various channels.

Very truly yours,

Mary V. Robinson, Chief,
Information Division.

MVR
11
Encl.

For immediate release.

A set of five posters on "Women in War Production" is now available for use in plants, employment offices and community centers, it was announced today by the Women's Bureau of the U. S. Department of Labor.

Prepared by the Bureau the posters are entitled:

"Women of All Ages Work on War Jobs"

"Women's Hands Speed War Production"

"Women Answer Manpower Shortages"

"Scientifically Trained Women in War Jobs

"Work Clothes for Safety and Efficiency"

They include 46 photographs of women workers on various processes in key war industries, with emphasis on safety standards. Each poster is 30 by 40 inches.

The posters, individually or by set, may be ordered from the Superintendent of Documents, Government Printing Office, Washington, D. C. The price is 10 cents a poster, 50 cents a set.

O.W.I.

OFFICE OF WAR INFORMATION

WASHINGTON

15 July 1943

Publications Division
Women's Bureau
U.S.Department of Labor
Washington, D.C.

WOMEN'S BUREAU
JUL 16 1943
DEPARTMENT OF LABOR

Dear Sirs:

As I am severing my connection with the Office of War Information, I hereby request that you remove my name, as a staff member of that organization, from your mailing list.

If and when I should want to be reinstated to your list in a future position, I shall so advise you. In the meantime, I herewith express to you my sincerest thanks for your services in the past.

Very truly yours,

Estelle S. Frankfurter

Estelle S. Frankfurter
Overseas Branch
Operations Liaison Division

7/20/43
card removed
from WB files
H.

OWI

OFFICE OF WAR INFORMATION
WASHINGTON

July 8, 1943

Miss Mary V. Robinson
Women's Bureau
Room 1316, Dept. of Labor Bldg.
Washington, D.C.

Dear Miss Anderson:

Attached is the copy for an item to appear in the Magazine War Guide for October-November **on** Sister, Can You Share a Job?

Files -
Copy of article
returned to
Miss Ducas
7/8/43

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OWI

OFFICE OF WAR INFORMATION

WASHINGTON

July 8, 1943

Miss Mary V. Robinson
Women's Bureau
Room 1316, Dept. of Labor Bldg.
Washington, D.C.

Dear Miss Anderson:

Attached is the copy for an item to appear in the Magazine War Guide for October-November **on** Sister, Can You Share a Job?

Will you please give this your immediate attention, making any corrections or suggestions you may wish to make on this copy and returning it as quickly as possible?

We must have the initialed, corrected copy back for our records.

The deadline for the Magazine War Guide is Thursday, July 8, so we will be very grateful for anything you can do to send this back as quickly as possible.

Yours sincerely,

Dorothy Ducas

Dorothy Ducas, Chief
Magazine Division

U. S. DEPARTMENT OF LABOR

WOMEN'S BUREAU

To—		From—	Re Attached Please—
	Anderson.		Approve
	Nienburg.		Comment
	Larrabee.		Note
	Benham.		Note and return
	Best.		Reply
	Erickson.		Draft of reply
	Files.		Signature
	Hyde.		Would like to discuss
	Manning.		File
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	Pidgeon.		Date
✓	**Robinson.**		Note:
	Smith, F.		
	Spring.		
	Steel.		
	Stitt.		

GPO 14—3769

Return to Robinson

c/o Miss Bess Furman
Room 3077
Soc. Sec. Bldg

RSR

O.W.I

June 29, 1943.

Mr. Phil Stitt
Office of War Information
Rm. 3540, Social Security Building
Washington, D. C.

Dear Mr. Stitt:

When I was talking to you recently about sending out descriptions of our new set of war posters to various trade papers, and industrial papers, I understood that you could use 4100 copies of the enclosed sheets. I enclose a copy of the description and if you would like us to send you that many we shall be very glad to do so. May we hear from you definitely that you would like that many?

Very truly yours,

Mary V. Robinson, Chief,
Information Division.

LL
Encl.

O.W.I

June 17, 1943.

Miss Dorothy Ducas, Chief,
Magazine Division, OWI,
Social Security Building
4th and Independence Avenue,
Washington, D.C.

Dear Miss Ducas:

This is to confirm my secretary's telephone conversation with you on Monday, June 14th, to the effect that the Information Division of the Women's Bureau will prepare the requested 500 word editorial for The Woman magazine.

Since you state that the dead line is June 26, we assume that we are to mail the copy direct to Mrs. Lorma Farrell, editor of The Woman, so that she will have it by the 26th.

We are of course glad to cooperate with the OWI program stressing the importance of women in necessary civilian jobs.

Sincerely yours,

SAW
erb

Mary Anderson, Director.

to Millett

5/6/43

letter + reply from

Lowell Millett

(Mar 30, & answer)

WOMEN'S BUREAU
U.S. Department of Labor
Washington

We are sending you the parts of our study of office workers which have become available. As other sections dealing with conditions in Los Angeles, Kansas City, Richmond, and Philadelphia are received, they will be mailed to you.

(WO 42-60)

OWI

May 29, 1943

Mrs. Virginia Meredith
Chief of Research
U.S. Office of War Information
224 West 57th Street
New York, New York

Dear Mrs. Merrdith:

We are returning your abstract of our Bulletin 157-United States Summary of the Legal Status of Women (1941), which we have checked as requested.

Legislative changes prior to January 1, 1943, affecting the text have been taken into account. A few changes in phrasing have been suggested, in the interest of exactness.

Very sincerely yours,

Mary Anderson, Director

SLB:ml

Enclosures

May 25, 1943

Mrs. Virginia Meredith
Chief of Research
U.S. Office of War Information
224 West 57th Street
New York, New York

Dear Mrs. Meredith:

We shall be glad to examine the abstract you sent us of our report on the legal status of women in the United States and note such changes as we have been able to verify since January 1, 1938.

This will require several days time, but we assure you the reply will be as expeditious as practicable.

Thank you for the referral.

Very sincerely yours,

Mary Anderson, Director

SLB:ml

Files

UNITED STATES OF AMERICA
OFFICE OF WAR INFORMATION
224 WEST 57TH STREET
NEW YORK CITY

WOMEN'S BUREAU
MAY 21 1943
DEPARTMENT OF LABOR

May 19
19 43

Miss Mary Anderson
Chief, Women's Bureau
U.S. Department of Labor
Washington, D.C.

Dear Miss Anderson:

Would it be possible for someone in your department to check the enclosed material on the legal status of women in the United States? It consists of an abstract of the study made by the Women's Bureau as of January 1, 1938.

Since we have not been able to find as comprehensive a study published more recently, we thought it might be possible to bring up to date the broader aspects of this one. We would appreciate it tremendously if your department could okay the statements which are still correct at the present time and inform us of any changes you know have occurred since 1938. In the case of any statements whose current accuracy might be in doubt, we could change our wording to less explicit terms if you advise it.

We have had several requests for this material and are most anxious to release it as soon as possible. In the event that your department should be unable to check it in the immediate future, would you be kind enough to suggest another authority in this field who might be able to help us.

Thank you so much for the information on women in labor unions which you sent us in your letter of March 15th.

Very sincerely,
(Mrs) Virginia Meredith
(Mrs.) Virginia Meredith
Chief of Research

O.W.I

May 10, 1943

Miss Dorothy Ducas, Chief
Magazine Division
Office of War Information
Washington, D. C.

Dear Miss Ducas,

I am enclosing the carbon of the article on Fashions for War Workers which is to appear in the Magazine War Guide for August-September, 1943. I am sorry not to have returned it to you earlier, but I wanted our expert on women's work clothing to have a chance to see it. Thank you very much for sending it to us.

Very truly yours,

Mary V. Robinson, Chief,
Information Division.

LL
Encl.

OFFICE OF WAR INFORMATION
WASHINGTON

May 7, 1943

Miss Mary V. Robinson
Women's Bureau
Room 1316, Department of Labor
Washington, D.C.

Dear Miss Robinson:

Attached is the copy for an item to appear in the Magazine War Guide for August-September on Fashions for War Workers.

Will you please give this your immediate attention, making any corrections or suggestions you may wish to make on this copy and returning it as quickly as possible?

We must have the initialed, corrected copy back for our records.

Yours sincerely,

Dorothy Ducas

Dorothy Ducas, Chief
Magazine Division

Miss Nienburg

OFFICE OF WAR INFORMATION

ADVANCE RELEASE: The attached report on wartime problems and conditions in the City of Baltimore, Maryland, is not to be used by PRESS or RADIO before 8:00 P.M., EWT, SATURDAY, May 8, 1943.

Three photographs to accompany this report are available on application to the Photographic Section, News Bureau, Office of War Information, 1750-A, Social Security Building, Washington, D. C.)

OFFICE OF WAR INFORMATION

Baltimore's experience in setting up the first voluntary job-control program has enabled the War Manpower Commission to establish similar or more comprehensive programs in other labor shortage areas, but Baltimore is still far from a solution of its own manpower problems, the Office of War Information reported today after a two-week survey.

Since the Baltimore plan was launched, job-control agreements have been established in 67 other communities, and WMC area directors are laying the foundations for agreements in 105 other localities. Every major American industrial area will soon have some form of manpower control program.

Through the manpower program and other community actions, Baltimore has attacked transportation, housing, health and manpower difficulties which might have swamped a less vigorous community, and has met with more successes than failures.

OWI studied Baltimore's situation because it was one of the first industrial centers to experience an acute war labor shortage and because the city has faced virtually every wartime problem that any American city has encountered. Baltimore's experience, the OWI believes, will offer guidance to other localities.

The main Baltimore problems are:

TRANSPORTATION - Baltimore's population increased more than 30 per cent in two years. Traffic on street cars and buses consequently showed the second greatest increase among the nation's largest cities. Baltimore has revised and expanded its facilities in every possible way - even providing 21-second service in one industrial section - but the situation is still bad.

HOUSING - Baltimore had a housing shortage before the war, but it was nothing compared to what followed Pearl Harbor. Family-type housing is virtually non-existent to the newcomer, except for the new public and private developments being built.

HEALTH - Many of the newcomers to Baltimore came from rural areas and are not innoculated against diseases like scarlet fever and diphtheria. Crowded living conditions are common. As a result, the number of cases of most diseases, particularly meningitis, has increased. The Department of Health is increasing its staff and opening more clinics in an effort to control the situation.

MANPOWER - Sixteen new industries were started in Baltimore last year and 90 others expanded. The number of war workers in the area almost doubled in 1942. There was a need for more training, and for a revision of ideas about Negro and women workers. So Baltimore set up the first job-control program.

The much-publicized "Baltimore plan" is a voluntary agreement drawn up by the area WMC advisory committee composed of prominent industrialists and labor leaders. It aims to eliminate labor piracy, control labor turnover, utilize local labor to minimize in-migration, stimulate transfer of non-essential workers to essential jobs and to reduce absenteeism.

After more than eight months under an employment stabilization plan, Baltimore still has little control over labor turnover or in-migration. The United States Employment Service, which normally would be the agency to establish adequate hiring controls, lacks both funds and personnel in Baltimore to expand its present activities.

Baltimore's manpower program has, however, been successful in eliminating labor piracy in the area, in stimulating the recruitment of women, and in expanding training programs. Its outstanding accomplishment has been the breaking down of many of the discriminatory employment barriers formerly raised against Negroes.

Manpower authorities today estimate that 95 per cent of the labor piracy in the Baltimore area has been eliminated. The USES is now recruiting about 4000 women for wartime jobs each month, and employment of women has increased from about 10 per cent to more than 25 per cent of the total employment in the area. Fifteen thousand Baltimore workers have been trained as supervisors in 18 months. Baltimore's large war plants are able to hire an adequate supply of unskilled labor. Negro employment in Baltimore war plants has almost doubled in six months. Many Negroes are working at skilled jobs. These are successful features of Baltimore's manpower program.

On the other side, Baltimore's war plants are losing workers almost as fast as they can hire them; the Bethlehem-Fairfield Shipyard suffers a 100 per cent turnover every ten months. Outsiders are continuing to pour into Baltimore. There is a shortage of family-type housing. Although operating at its maximum efficiency, transportation faces the threat of a breakdown. There is constant danger of epidemic. The Baltimore manpower agreement is limited only to the signatories, and many essential industries are not covered or have only recently come under it.

The labor-management advisory committee in Baltimore is now taking definite steps to control absenteeism, but it is still too early to decide the program's effectiveness.

The OWI found Baltimoreans both satisfied and dissatisfied with the results of Baltimore's manpower program. The plan has brought much order out of a confused situation. Criticisms generally are that the plan does not go far enough, or that there is too long a delay in transforming an idea into action.

Many of the later job-control agreements, particularly those in Louisville,Cleveland, Buffalo, and Los Angeles go much further and set up hiring controls which are able to regulate hiring, turnover, and in-migration.

Baltimore, however, established its manpower program without precedent. It lacked the experience it has offered other communities. It was the pioneer effort. Therefore, the story of Baltimore's experience is of interest to every other industrial city.

THE BACKGROUND

Since the Civil War, Baltimore's economy has gradually shifted from trade to manufacturing. The present war has changed Baltimore's industry from moderate diversification to one dominated by shipbuilding and steel and aircraft manufacturing, all of which have met constant demands for increased output.

An airplane plant expanded from a peacetime employment of approximately 4,500 to a working force ten times as great; a shipyard's employment rose from 300 workers to more than 40,000.

More than 160,000 men, many with their families, have migrated to Baltimore since 1940. A year ago an airplane plant, the Glenn L. Martin Co., and a shipyard, Bethlehem-Fairfield, had more employes with out-of-state social security numbers on their payrolls than they had with Maryland numbers.

An old city, Baltimore had some housing problems before this immigration.

There was little transportation to Middle River, site of the Martin plant, except by automobile. A year ago only one-eighth of the Martin workers lived in Middle River.

Hanover Street, the main highway to the Curtis Bay area, where the Bethlehem-Fairfield and Maryland Drydock yards are located, was the scene of daily traffic jams and confusion--a year ago.

Recreational facilities were--and still are--insufficient.

Many of the newcomers came from isolated rural sections of West Virginia, North Carolina, Tennessee and Kentucky and lacked the knowledge of health protection which most city dwellers possess. Many cases of polio appeared in Middle River.

Workers were leaving one job for another in a constant search for high wages.

Negroes were having trouble finding jobs except in menial occupations. Many plants had prejudices against hiring women.

In September, 1941, Baltimore found that in the next six months her war plants--then defense plants--would need 26,000 additional workers, half of them skilled or semi-skilled. With a national shortage of skilled help prevailing, Baltimore, at that time, had only 600 persons enrolled in preemployment training classes. The problem had only one solution. Baltimore had to train the workers herself, and the manufacturers faced a task of training and upgrading workers as well as diluting skilled jobs into operations that unskilled or semi-skilled workers could perform.

Six months later, in March, 1942, the United States was in the war.

Baltimore again took stock. The manpower situation had become worse. A survey showed that Baltimore's war plants would need 30,000 more workers in the six months ahead. This demand was for 11,500 skilled workers, 7,500 semi-skilled, 10,000 unskilled and 1,000 white collar workers.

By this time, the shortage of all kinds of labor was being felt in the community. Industrialists were now willing to hire women for many jobs.

Again Baltimore looked to its training courses for help. It found that 500 skilled workers could be produced in six months, that 5,000 persons could be given pre-employment training, and that supplementary training could increase the skills of another 3,000. But it was not enough.

Baltimore had reached a point that called for some new form of attack. It had become one of the country's tightest labor markets.

THE MANPOWER PROGRAM

The job-control agreement in Baltimore was made public in August, 1942.

In the previous four months, the War Manpower Commission had been meeting quietly with industrialists, union spokesmen and civic leaders, enlisting their cooperation. Several city and state organizations had been working on various phases of Baltimore's manpower problem, but they needed central leadership and coordination. The War Manpower Commission sought to fill this gap.

To bring management and labor together to meet the community's problems, Alexander A. Liveright, who organized the program and served as Baltimore's first area director, faced a situation requiring diplomacy and a keen understanding of the problems involved.

He explained directly to the leaders of both groups what the commission wanted to do. Both were willing to help but were skeptical. Liveright had no other community's experience to guide him. This was the beginning; on what was done in Baltimore would depend the success of programs in other communities.

The union leaders invited Liveright to explain the program to their members. On one occasion, at the invitation of Harry Cohen, president of the Baltimore Federation of Labor, he answered questions for two hours at a meeting of the group. The union members, once convinced that the plan offered no freezing of labor but had many features which would benefit them, agreed to participate. Cohen later became a member of the WMC Area Management Committee.

Management, however, was still skeptical. Walter Perkins, president of the Bartlett-Hayward division of the Koppers Co., and a man respected by other industrialists in the community, called a meeting of the manufacturers to discuss the program.

There were many objections. The industrialists wanted assurances that a management-labor advisory committee, once selected, would stick to manpower problems and not get into labor relation problems. Some were resentful that Baltimore had been selected as the "guinea pig". It was suggested that two committees, one for management and one for labor, be appointed and meet separately.

We agree to refrain from transferring union members from other areas to Baltimore unless such importation of workers has been completely cleared with the USES.

We agree to cooperate in every way possible to bring about the transfer of skilled workers from non-essential to essential industries as long as the seniority of such workers is guaranteed in the firm of the original employment.

We agree to work wholeheartedly with the War Manpower Commission campaign to reduce absenteeism in the Baltimore area.

MAKING IT WORK

The publicity that the Baltimore plan has received, and is still receiving, too often exaggerated its success. This proved embarrassing to those in charge of the program.

"Every time a national story praises the Baltimore plan, local people call us up and ask if we consider this or that phase of the program a success," Lawrence B. Fenneman, the area director at present, asserts. "They usually pick the parts of the program that are not working out too well. People tend to point out the flaws and ignore the successes."

The War Manpower Commission, as well as Baltimore's labor-management advisory committee, is only too well aware that in many cases the commission has lacked the funds to carry out its ideas. Three area directors have served in Baltimore in the eight months the plan has been in effect, and most persons agree that at times the program lacked proper leadership.

In addition, Baltimore's plan did not go as far as many of the later job-control agreements and Baltimore consequently is suffering in many ways.

"We have found that it is easier to start out on a broad scale than it is to extend a plan already set up," said Liveright, who is now the trouble-shooter for all the WMC job-control programs.

On the whole, however, Baltimore has mobilized to meet its war problems and has been successful in partially correcting most of them.

LABOR TURNOVER

More than 3,000 workers in the principal Baltimore war plants quit their jobs and left the community each month between May, 1942, and January, 1943, and, in addition, 7,500 workers each month left one plant to go to another, according to a War Manpower Commission survey limited to the 92 plants then covered by the agreement. The total undoubtedly would have been much higher if the survey had been extended to the remainder of the factories now under it, or to all essential industries in Baltimore.

These figures show pretty conclusively that Baltimore still lacks a firm grip on the labor turnover problem, although turnover has decreased since the program began.

Women and young men, previously not employed, who took jobs totaled just enough to offset the 3,000 workers who were inducted each month. As estimated 8,000 outsiders came to Baltimore each month to offset the 3,000 who departed and to give the plants a net employment gain of 5,000 a month.

Labor turnover hit the largest plants hardest. In October and November, 1942, the 14 largest war plants in Baltimore hired 23,309 to get a net increase of 2,830. In other words, for every 17 workers hired, 14 left. And more than half of those leaving just quit.

In the first months of 1943, the number of persons leaving the area has increased. Many workers have returned to farm occupations which now carry deferment. Inductions have hit war industries hard.

Many new war plants are now operating in communities from which in-migrants came and some workers are going "home".

It is difficult to determine how many persons the war production boom has drawn to Baltimore. Walter Sondheim, a former Baltimore department store official who is Maryland director of the USES for the duration, frankly admits he has no accurate way of determining the total.

An analysis of the Baltimore area last March indicates that 166,000 workers have come to Baltimore from outside areas since 1940.

The difficulty in determining the exact number of in-migrants is that records are kept only by the war plants and the USES lacks an accurate check on other places of employment.

In the first few months of 1942, the number of in-migrants who registered with the USES for jobs was between 2,600 and 3,500 per month. By the end of the year, it had jumped from 4,000 to 4,500.

The USES during March placed 12,831 applicants in Baltimore jobs. This was a third of war workers hired during the month.

"Frankly," Sondheim states, "that is all we can place with the force we have. The USES should be the operating agency--the strong right arm--of the War Manpower Commission, but with the funds and personnel available to us, we are now carrying our maximum load."

The USES is now seeking to establish tighter controls over job turnover and in-migration, Sondheim says. Without such control, the present situation appears destined to continue.

Under the agreement, the Baltimore plants are pledged not to recruit labor outside the area. They continue to hire at the gate.

At present, an in-migrant can come to Baltimore, find a place to sleep and get a job by giving that address to "prove" current residence in the city. As long as such hiring continues, the plants are free to hire in-migrants rather than Negroes, women, or older and handicapped workers and such employment discrimination exists in many plants. Nor can the USES channel workers to the plants that need them most or are doing the most essential war job.

The USES has numerous requests for skilled labor on file but is rarely able to fill such a request.

"Still," Sondheim says, "I do not think any war plant is suffering from a lack of a supply of labor. There is a terrific turnover, true, but they are still able to hire plenty of workers. The supply is there.

"Also, the plants have done an excellent job in breaking down skilled jobs into non-skilled and semi-skilled operation so that they are able to get around the need for skilled help.

"The shortage is felt by industries that, while essential, cannot compete with the wages paid by the war plants. Such jobs are almost impossible to fill."

The USES in Baltimore has been steadily increasing the ratio of its placements to the total hires in Baltimore. It has increased the number of handicapped workers in Baltimore plants. A part-time work division through which the USES recruits white collar workers for night war work also has been established. Baltimore hospitals also are experimenting with prison labor as orderlies and maintenance workers.

Despite the handicaps under which it has been operating, the USES has done an outstanding job in streamlining its services and in building internal morale in the organization under Sondheim, who has continued on the job under three area directors in Baltimore.

THE APPEALS MACHINERY

Any Baltimore war worker who quits his job while waiting for release that would enable him to transfer to other employment is likely to be penalized by the review panel set up to handle appeals cases.

This policy was established because of the large number of cases of workers who quit their jobs without releases.

The USES or the tri-partite panel which reviews appeals from the USES decisions can punish him by making his release effective as of some future date, thereby causing the impulsive workers economic loss while not employed.

The board often makes releases effective a week from the date of issuance to enable the plant to replace a worker with minimum loss of production.

The review panel has found, too, that it can speed its decisions by reviewing case histories supplied by the USES, although the worker or his employer has the right to appear.

These policies were established by the panel on the basis of its first four months of experience.

The Baltimore agreement became operative during the autumn of 1942. By October the USES was hearing the first cases of workers who, refused a release by their employers, were asking the employment service for permission to move to another job. By November, the first of the appeals from the USES decisions were filtering through the review panel.

The panel meets as regularly as is necessary to handle the flow of appeals. Its members at each session include a representative of the Commission, who sits as a public member; a representative of management, and a representative of labor. Kenneth L. Douty, secretary of the Commission in Baltimore, usually sits as a public representative. He has a list of 15 employers and 15 labor union leaders, who, in theory, rotate on the panel. In practice, however, certain men from each group, because of greater interest in the problem and because of a willingness to devote a greater portion of their time, reappear fairly often.

Occasionally the panel meets two or three times in one week. In general, however, it finds one afternoon a week sufficient to handle the flow of cases.

The first meeting of the panel was held November 5, 1942. By March 10, four months later, it had heard 374 cases, in which releases were granted to 176 workers and denied to 92. Conditional releases were given to 15, and 54 cases were referred back to the USES for additional information.

In the past, many workers have quit their jobs and, not having a release which would enable them to get another job, have remained unemployed for as long as a month pending a final decision of their cases. Inasmuch as this works to the disadvantage both of the worker and of war production, the board has appealed publicly to workers to remain at work while their cases are being analyzed. The unions, through their own publications, are carrying this appeal to their members.

Releases are granted when the employee can better serve the war effort in another job. A worker who can show "compelling personal reasons" for making a change is given a transfer slip. Sometimes releases are granted if it is felt that relations between the employer and employee have become so strained that neither will benefit by the employee's remaining on the job.

In many cases releases are refused but notes are sent to the employer recommending that the employee's case be studied to determine if it is possible to upgrade him to a job more profitable both to him and to war production.

One of the big problems facing the panel and the USES has been the habit of many newcomers to the community of simply "going home" because of homesickness or dissatisfaction with living conditions in Baltimore. Inability to find living quarters to which they could bring their families is a major cause of such turnover.

TRAINING

The number receiving industrial training in Baltimore's vocational education and National Youth Administration classes is steadily decreasing and these training facilities, with a capacity output of 23,000 persons, are expected to graduate only 5,449 persons in the next six months.

Negroes form the majority of those now in training.

The tendency of war plants to train employees on the job has caused the decrease. Only two plants have asked for trainees. The Martin company expressed a need for 1,587, while the American Hammered Piston Ring needs 1,620.

Industrialists say they found many of the persons receiving vocational school and NYA training required further training on the job to conform to the plant's standards.

"We figured as long as we had to train them partially, we might as well do the whole job," an industrialist said.

Manpower leaders and Association of Commerce officials say they are now trying to induce industrialists and training officials to iron out this difference.

Manpower officials say employers prefer to select their employees and then train them. Under the training school system, employers compete for the better trainees.

The larger employers of labor in Baltimore have set up excellent inplant training programs. Outstanding are those of Maryland Drydock and at Bethlehem-Fairfield where one of the first employees to take training as a job instructor has become personnel director.

The Training-Within-Industry program in Baltimore has trained 15,000 workers as job instructors in the past 18 months and the number is increasing rather than diminishing.

Expanding war plants have found it necessary both to hire labor for the routine jobs and to train jobs and to train supervisors to direct their efforts.

Bethlehem-Fairfield, which now has more than 40,000 employees and which in March tied the monthly record for producing liberty ships, elevated 300 routine workers to supervisors. Sixty of the men received TWI training, which enabled them to instruct other workers in the jobs which only a short time before they themselves had been performing. As the shipyard expanded, more than 3,000 men have been trained as supervisors. One supervisor employee is necessary for every ten or fifteen employees. These supervisors must be able to train men, to plan the work for them, and overcome obstacles they may encounter.

A plant's achievement of war production schedules depends to a great extent upon its supervisory employees. The TWI has found that a supervisor should know (1) the job, (2) the company's rules and regulations, (3) how to instruct the men under him, (4) how to plan work to keep production moving, and (5) how to get along with the other workers. Holding that the company should train the men in the first two matters, the TWI devotes its training to the latter three.

At first TWI found some companies in Baltimore reluctant to spare training time. Experience, however, caused many to change their attitude. In recent weeks, as Selective Service replacement schedules and War Manpower Commission manning tables have been filled out in increasing numbers to plan replacements for inductees, a greater and greater demand has arisen for TWI training.

THE RACIAL PROBLEM

The War Manpower Commission's greatest success in Baltimore has been in the elimination of many of the employment barriers raised against the Negro.

In 1942, Negro war workers increased from 9,000, of whom two-thirds were employed in one shipyard, to 22,600 well distributed throughout Baltimore industry. In eight months, from May, 1942, to January, 1943, the employment of Negroes in Baltimore's 92 main war plants increased 85 per cent, while the total employment in that period climbed from 164,000 to 204,000 -- an increase of about 25 per cent. In addition, scores of stores and businesses not covered by the agreement hired Negroes for the first time.

This record is particularly remarkable because of Baltimore's geographical location. It is neither South nor North, but a little of both with a rather traditional Southern attitude toward the Negro.

The Bartlett-Hayward plant, a community leader in many ways, has hired 500 Negroes in less than two years, half of them for skilled jobs.

The Western Electric plant employs Negroes and white workers side by side without segregation as to toilets, cafeteria and other facilities.

Hiring discrimination in Baltimore war plants has not been eliminated. The Martin plant, which has employed large numbers of immigrants from the rural southern areas, uses its Negro labor at one plant and keeps Negroes from its larger Middle River factory. Many other factories employ Negroes only at unskilled jobs.

On Labor Day, 1942, the Maryland Drydock Co. put five Negroes to work in yards where previously only white workers were employed. A strike followed.

The union, the Industrial Union of Marine & Shipbuilding Workers (CIO), was supporting the War Manpower Commission's program to eliminate discrimination against Negro workers. Lucien Koch, one of the union leaders, was on the advisory committee. The walkout was embarrassing both to Koch and to Liveright for it placed them in the position of either having to ask that the Negro workers be withdrawn or of forcing the strikers to work with them.

They did neither. Liveright pointed out to the company that the commission's policy called for special preparations whenever Negro workers were being introduced, an action that had not been taken. The commission stood ready to offer assistance in stubborn cases, he told company officials.

The Negroes were removed from the job and the strikers returned to work. Then the union and manpower officials talked to the union members. Brought out into the open, prejudices did not stand up too well. Shortly afterwards, the Negroes returned to the same jobs and there was no reaction.

That has been the way the War Manpower Commission has met the racial issue in Baltimore. It has neither ignored nor forced the issue. With the help of farsighted Negro leaders, industrialists and union leaders, they discussed the problem realistically and took practical measures to correct it.

The commission has not tried to break down age-old prejudices overnight. It has, however, pointed out that Baltimore was pledged to produce war materials and that in the city were unused men and women needed to make those munitions.

The method Liveright used to handle another situation shows the commission's attitude toward the racial problem. The city's vocational schools were reluctant to train more than a few Negroes in industrial skills. Liveright discovered that the schools had been told the plants would not hire Negroes except at menial jobs. Since the plants would not hire Negroes, the educators argued, why train them?

Liveright asked an industrialist on the advisory committee:

"Will you and the others hire Negroes if we train them for you?"

"Yes," was the reply.

The schools changed their policy and today hundreds of Baltimore Negroes possess vocational training secured in these schools.

TRANSFERS OF NON-ESSENTIAL WORKERS

Action to shift workers from non-essential to war jobs has been the weakest point in Baltimore's manpower program.

Prior to the announcement of the list of non-deferable jobs and activities, such transfers were virtually non-existent.

The commission's request to 350 employers in less-essential activities to release workers brought expressions of sympathy and appreciation of the problem but no transfers.

The USES interviewed 6,000 persons and secured only 100 transfers. A recent detailed occupational analysis of printing industry jobs, including recommended transfer, resulted in no releases whatever.

In the past, the army dealt directly with the employer in seeking the release of qualified men for special jobs. Now it reviews the WMC occupational questionnaires and goes directly to the individual.

An analysis of the active file registrations of the USES indicates that few employed persons are seeking other jobs. The publicity given to the 3-B Selective Service classification for which war workers were eligible had little effect.

However, the War Production Board's policy of not awarding or renewing contracts in the Baltimore area is they can satisfactorily be fulfilled in an area that still has an available labor supply is already being felt in Baltimore. This policy is, or soon will be, resulting in layoffs which will make workers available to war or essential jobs. It also has reduced some of the war plants labor requirements.

EMPLOYMENT OF WOMEN

Although when the Baltimore plan was launched most Baltimore industries were reluctant to hire female help, women now comprise one-fourth of the area's war workers. The USES is recruiting women for wartime jobs at a rate of 4,000 a month.

When peak war employment is reached in Baltimore, it is estimated that women will fill 60 per cent of all jobs in the aircraft factories, 31 per cent in the ordnance works, and 85 per cent in the city's six major electrical machinery plants. Women are now being hired in the shops and as crane operators at the shipyards but so far neither employers nor union officials are convinced on the chance of employing them in these ways.

"The weather and the men out there are both pretty rough," Lucien Koch said. "It might work but I'm pretty skeptical right now".

Baltimore is now campaigning to induce Baltimore women to take jobs. They expect at least 32,000 to go to work in 1943. Women responding to the appeal usually prefer jobs in war plants or white collar work.

Officials of Baltimore agencies are requesting dentists, stores, and other services to extend their evening business hours, and have increased the number of nursery schools to encourage women to work. Stores now are open only one night a week. On that night the shopping throng is so great that it overflows from the sidewalks into the streets.

In May, 1942, a survey disclosed that the 92 war plants then under the agreement were employing 16,539 women or 10.8 per cent of the 163,927 workers in the plants. In January, 1943, another survey showed that the 148 plants then under the agreement were employing 50,467 women workers, or 21.4 per cent of their total working force of 235,846 employees.

TRANSPORTATION

Baltimore war plants are operating on from two to 17 staggered shifts. Street cars during rush hours provide 21-second service in one industrial area and almost half of the Baltimore war workers are members of car-sharing clubs as a result of the community's careful planning.

Most persons in Baltimore concede that the Maryland Committee on Wartime Transportation has done a good job. It is hard to imagine the chaotic situation which might exist today had not the community received the careful planning offered by the committee. The situation that exists is bad enough.

The committee's chairman is W. Frank Roberts, president of the Standard Gas Equipment Co., and the first employer to sign the Baltimore agreement. Roberts, who is also Baltimore's ODT administrator, gets along with an A card.

One of the committee's first acts was to persuade the war plants in the Baltimore metropolitan area to learn where their employees lived and how they got to work. This data formed a sound basis for reorganization of Baltimore's transportation facilities.

The Martin plant at Middle River, ten miles from downtown Baltimore and six miles from the city limits, presented one of the most urgent problems. Only one-eighth of its almost 40,000 workers lived near the plant; the others came from Baltimore. The plant's rapid expansion overburdened bus lines serving it.

The committee discarded the thought of operating special trains on the Baltimore & Ohio and Pennsylvania railroads when it found that heavy traffic on the two railroads prevented the use of existing tracks. Time, shortage of material, and expense prohibited construction of more trackage.

To make more transportation equipment available, the ODT ordered the discontinuance of charter bus service as of June. On June 22, 1942, four bus companies, acting on the basis of the committee's statistics, began operating 100 buses over seven routes to the plant. These lines now carry 11,000 passengers daily as compared with a previous capacity of 3,500. Fewer stops are made and, to speed up loading, the bus companies have established ticket offices and dispatchers, uniformed as Martin company guards, on the aircraft concern's property.

Offering serious transportation problems also was the Fairfield-Curtis Bay area, location of the Bethlehem-Fairfield Shipyard and the Maryland Drydock Co. Only one road, Hanover Street, runs to this section. Only a short distance across the harbor, it is seven miles by automobile or a street car from the city's center.

The committee worked with the United States Maritime Commission and the plant managements to establish ferry service across the harbor. Two excursion steamers were taken over. The ferry service was opened April 6, 1942.

Approximately 3,000 workers now ferry to work daily but this still is far from a capacity load. The committee is aiming to popularize the ferry among the shipyard workers.

The shipyards extended parking lots and enlarged the pre-pay station to expedite the movement of street car riders. A new dual highway, bypassing a railroad grade crossing and a narrow railroad underpass, has been completed, easing the congestion in the last two miles of the approach to the plants. This is part of a Federal access road program involving nearly 27 miles of construction costing approximately $11,000,000. About a third of this mileage has been completed. The remainder has been certified as essential by the War and Navy Departments and approved by the Public Roads Administration.

The street cars, however, remain crowded. The Baltimore Transit Company has rerouted 14 lines to serve the Fairfield-Curtis Bay area, 72 additional cars now making the trip. During rush hours as many as 42 cars move into the area every 15 minutes -- one every 21 seconds.

Despite these changes, the workers still have difficulties. Personnel officials at the shipyards say an automobile accident on Hanover Street may delay the men from 10 to 45 minutes in reporting for work. Workers say that, despite the frequent trolley service, the cars are so crowded during rush hours that those in the middle stretches of the lines sometimes must wait from 10 minutes to a half-hour for a street car that has room for them.

The cars, lined up one behind another, also progress slowly.

"It takes me 12 minutes to get to the yard during the day," one Fairfield worker said. "During the rush it takes 45 minutes."

At the Bethlehem Steel Co., steel mills and shipyards at Sparrows Point, the company and the committee studied the home locations and riding habits of the workers and, with the cooperation of the transit company, rearranged services and working hours to effect the most efficient transportation. Ride-sharing also was stimulated.

Similar action was taken at many other large war plants.

One plant, Calvert Distilling Co., producing alcohol for war purposes, operates its own buses on a shuttle service to a pulic transit terminal more than a mile away. The Army's Chemical Warfare Service maintains tractor-trailers and buses to the Edgewood Arsenal, 23 miles outside Baltimore.

Staggered work hours, based on conditions in the plants and surrounding areas, are in effect in virtually all Baltimore war plants. The number of shifts being operated ranges from two to 17. In areas where industries are concentrated, the plants have arranged plans for inter-plant as well as intra-plant car pools.

A recent survey showed car-sharing was averaging 3.4 riders per automobile as compared with a national average of 3 riders. Some workers have built two rear seats running lengthwide in their old cars. Such cars can carry as many as ten men.

About half of the 234,000 workers engaged in actual war production in Baltimore motor to work. A survey of 160 war plants disclosed that car-sharing clubs with 101,677 members use half of the 61,446 automobiles which daily enter the plant's parking lots.

Those who do not travel to work by automobile depend upon the Baltimore Transit Co., a private company, for transportation. Indicating the added load now being carried by street cars and buses, company records reveal that the January, 1943, passenger load was 33,380,681, an increase of 45.78 per cent over the 22,896,723 passengers carried in January, 1942. ODT records show that the increase in traffic in Baltimore is the second greatest among the nation's larger cities.

HOUSING

Housing is Baltimore's biggest headache. Faced with a real housing problem before the war, Baltimore must eliminate both peacetime and wartime shortages to remedy the situation properly. The National Housing Agency, limited to the absolute minimum of vital materials for housing, considers it cannot concern itself with the peacetime problem.

"It is our job to use only as much of the scarce materials for housing as is necessary in a community to alleviate a shortage great enough to interfere with production," explains Holmes Perkins, NHA assistant regional representative. "We have to decide where the line is that separates awarding too little and awarding too much. It is a difficult wartime problem.

The NHA has worked closely with the War Manpower Commission in Baltimore in planning housing. The plants inform the USES of their labor needs, and the NHA, working with the WPB which allocates priorities, plans housing on the basis of USES statistics.

Approximately 30,000 new family-housing accommodations were completed in the Baltimore area between April 1, 1940, and April 1, 1943. These included 22,600 privately financed units and 7,400 publicly financed units.

Under the war housing quota developed for the Baltimore area by the NHA, some 2,350 privately financed family units and 3,320 publicly financed units are still under construction, while 6,680 additional private units and 2,000 additional public units are scheduled for early starting.

Upon completion of the current program, approximately 44,350 new family accommodations will have been added to the Baltimore housing supply since the spring of 1940 when the emergency expansion in employment first started. These are in addition to 2,086 family trailers, of which 658 are still to be installed, 1,700 family units to be provided through privately or publicly financed conversion of existing building, and 1,211 dormitory units now completed.

Of the scheduled war housing still to be started, 2,000 publicly financed units, 600 privately financed units, and 450 converted family units will be reserved for occupancy by eligible Negro war workers and their families. Baltimore's Negro population is approximately one-fifth of the city's total.

The NHA schedules new housing only to provide for indispensable migration of war labor and only after full allowance for use of existing structures. This wartime policy, therefore, presents the building of new housing for the proportion of the in-migrants who can be housed either in vacant family dwellings or in rooms. It also prevents the correction during the wartime of substandard housing conditions for resident workers.

In addition to incoming war workers in occupations where labor shortages justify in-migration, workers in those occupations who brought their families into Baltimore after July 1, 1941 also are eligible for occupancy of new war housing, provided they are not now adequately housed. War workers dispossessed from their present quarters for any reason likewise are eligible.

A year ago, the housing authorities subdivided Baltimore into five sections, based on the locations of the plants. They then allocated housing according to the needs in each area. Occupancy was limited to workers in the nearby plants. This saved further strain on the already overloaded transit company and saved the workers time in reaching their jobs.

In 1940, available housing for white families was about average for cities of Baltimore's size, but a serious shortage of Negro quarters existed. The over-all vacancy ratio was 3.9 per cent. With the influx of new workers, vacancies were reduced by January, 1941, to 2.9 per cent in quarters for whites and to 1.4 per cent in quarters for Negroes. By March 1943, vacancies had declined to 0.9 per cent in quarters for whites and 0.2 per cent in quarters for Negroes.

Baltimore has a war housing center which serves as a clearing center for all information regarding housing. The center had succeeded by a newspaper and radio campaign in listing more than 2,500 vacant rooms in the area. Surveys have been made of city districts by the Baltimore Civilian Mobilization Committee, a volunteer organization, which enables the center to keep in touch with vacancies.

On weekends, the center is kept busy finding rooms for people who can't get hotel accommodations. L. H. Denton, the manager, estimates that the center could supply families for 25,000 homes if the homes were available.

"Baltimore is a city where a lot of people are inadequately housed," he said. "Many persons would like to move to better quarters. Two-thirds of the applications we receive are adjustment cases."

The center does not handle Negro housing. That is handled by a housing center in a Negro YMCA.

HEALTH

To meet the health problem created by the rapid growth in population, Baltimore has expanded its baby clinics, venereal disease clinics and tuberculosis clinics and has rearranged hours so that they are open nights to serve war workers.

In addition, the Baltimore Department of Health has increased its staff of inspectors and is campaigning vigorously against unsanitary housing.

The city's health problem has been increased because a large percentage of the persons now coming to Baltimore are from isolated, rural areas in North Carolina, West Virginia, Kentucky, and Tennessee who lack the knowledge of and interest in health protection that most urbanites possess, according to Dr. Huntington Williams, Baltimore's able Commissioner of Health. The city has experienced considerable difficulty in persuading such families to take health protection measures.

At the end of 1941, 81 per cent of the children under five in Baltimore had received toxoid innoculation against diphtheria, and 94 per cent of those between five and nine had received this protection. This percentage, which has been rising steadily for years, is now decreasing, according to Dr. Williams, because of the newcomers.

"It is hard to get many of these people to protect their children," Dr. Williams said. "It is hard to explain to them the necessity. They are reluctant to take the necessary precautions and some put them off until the children actually become ill."

War plants now give cards explaining the city's health aims to new employees; the USES gives them to job applicants.

Department of Health records show that in the past two years there has been a distinct increase in diphtheria--the first increase since 1937--spinal meningitis and polio. An outbreak of polio (infantile paralysis) occurred during 1941 in the Middle River section and the number of cases in Baltimore that year was 101, the most since 1928. Last year saw a considerable decrease. The city is now experiencing an unusually large number of cases of meningitis. During the week ending March 19 there were 18 cases and one death from meningitis, the largest number of cases reported in any one week during the present wartime outbreak. From January 1 to March 19, Baltimore reported a total of 131 cases and 18 deaths from meningitis as compared with 39 cases and 6 deaths in the same period of 1942.

As a result of research at the Sydenham and the Johns Hopkins Hospitals in Baltimore, the death rate of the meningitis cases has fortunately been cut from 30 per cent to 10 per cent through the use of sulfa drugs.

The disease increase in Baltimore makes the crowded housing situation more serious. The Department of Health has hired six new building inspectors and four new rat control inspectors this year in an attempt to eliminate causes of epidemics.

"Like most health departments," Dr. Williams said, "we have fidgeted for thirty years feeling housing and health were separate problems. We have found out that we were just as wrong as wrong can be.

"Our main problem now is to get the war over with so our sanitary engineers can return and we can tackle this housing problem with the thoroughness it requires."

ABSENTEEISM

The labor-management advisory committee in Baltimore has just begun an absenteeism program which will provide specific information about the job absences at each plant. A separate record will be kept for each worker. This data will be made available to the worker's Selective Service board.

Baltimore has been trying to curtail absenteeism since the early days of the agreement. The Management-Labor Advisory Committee last fall drew up a program which called for an extensive publicity campaign; studies by War Production Drive Committees to determine causes of absenteeism, and action by labor unions to impress their members with the importance of remaining on the job.

Of 150 war plants questioned about absenteeism, 53 reported specific information but most of this was merely based on a survey of the absences from work on a specific day or during a specific week.

The Bethlehem Key Highway yard, for example, reported that on January 5, 1943, 18.4 per cent of their employees were absent and that absences averaged about 1,000 workers a day during 1942. The Bethlehem Sparrows Point Shipyard reported that 12.5 per cent of its working force were absent on December 18. Bethlehem-Fairfield reported 18.4 per cent absent on January 5 and said an average of about 5,000 workers failed to report daily during 1942. This would bring the average absenteeism above 10 per cent.

This program, while directing attention to the problem, did little towards correcting it. It was hampered by charges that many Baltimore plants were hoarding labor.

In March, a new program was set in motion. Absenteeism, by this time, had increased to a point where many companies reported from five to ten per cent of their workers absent daily, while others announced even larger percentages.

At the Bartlett-Hayward plant, a program was put into effect which provided that each absent worker upon returningto work would find a red car in place of his time card, directing him to see the timekeeper who asked the worker to fill out a slip giving his name, address and reasons for absence. These slips were later reviewed by the plant's Labor-Management Production Drive Committee or by a subcommittee designated by it. After sifting the Statements, the committee attempted either to eliminate causes of justifiable absences or, if there was no justifiable cause, to explain to the workers the seriousness of absenteeism. The Committee has the power to recommend any action necessary to cope with the situation.

The Bartlett-Hayward Company set up machinery for keeping accurate absentee records for each employee and for the plant as a whole.

The WMC Management-Labor Advisory Committee in March asked all plants which had signed the manpower agreement to set up similar machinery.

Colonel Henry C. Stanwood, State Selective Service Director, notified war industries to report the attendance records of all war workers for whom they sought deferment.

It is still too early to determine the plan's effectiveness, although an informal survey has disclosed a considerable decrease in job absences. Manpower officials feel that with the information it provides they will be able to reduce absenteeism greatly.

WHAT BALTIMORE'S PLAN HAS PROVED

From the War Manpower Commission's viewpoint, the Baltimore program blazed the trail and established one significant point; that it is possible to develop an effective manpower program on a voluntary basis.

Baltimore's experience has shown the commission that:

1. A strong local USES office is the most important single factor in ensuring successful operation of the program, once labor-management and the general community are convinced of the plan's worth.

2. Success of the area program also depends on the selection of a strong, tactful area director, one who knows the community and who can gain acceptance for the plan.

3. All groups in the community--employers, labor, Government agencies--must be active in developing, executing, revising, and evaluating the program.

4. The program must be completely interpreted and sold to the community through a planned public-relations approach.

5. The program should conform with developments in other areas and with the national plicy on the development of employment stabilization plans. At the same time, the pattern followed should not be too rigid, and local peculiarities and problems must be considered in its conception.

6. The program must not attempt to accomplish the impossible, but should be geared to the facilities and operations of the agencies in the community, and attuned to community attitudes.

O.W.I

March 27, 1943.

Miss Rose Lewis,
Office of War Information,
Room 3540, Social Security Building,
Washington, DC

Dear Miss Lewis,

I regret my delay in replying to your request for information on the number of women in labor organizations, but I ran into a snag. I have been unable to locate the letter (to which I referred in our telephone conversation) which contains the breakdown in the data. For some strange reason the file copy has not been located. I can prepare the data for you, after I have had an opportunity to check again with Elisabeth Christman who is now out of town.

However, I am sending you copies of speeches, with references to the number and activities of women as trade union members. You will note that 3-½ million is the figure used in one speech, and 3 million in the other, the difference being due, as I explained to you, to whether or not you want to include women in every possible type of union.

Very truly yours,

Mary V. Robinson, Chief,
Information Division.

LL
Encl.

O.W.I

October 30, 1943.

Miss Bess Furman, Assistant Chief
Magazine Bureau
Office of War Information
Washington, D. C.

Dear Bess:

I was really surprised to learn today from Rachal Nyswander that you are to be a part of the three-way New York Times move. As I judge you are glad to take this job, I extend my congratulations and also my hopes that you'll enjoy it and continue to turn to us for whatever material we have.

I'll miss you on the Washington front. Do come to see us whenever you can.

Very truly yours,

Mary V. Robinson, Chief,
Division of Information.

MVR
ll

OFFICE OF WAR INFORMATION
WASHINGTON

October 23, 1943

Miss Mary Robinson
Women's Bureau
U. S. Department of Labor
Washington 25, D. C.

Dear Mary Robinson:

You will remember that you sent us a memo under date of October 5 on--A Statement by Plant Management on Child Care.

Miss Ducas wants to know if you can get the name of the plant for us. We would like to approach this plant on the possibilities of doing a story on this subject.

Very sincerely,

Bess Furman

Bess Furman
Assistant Chief
Magazine Bureau

Thurs

Friday

Eh

Curtis-Bell
at Buffalo
plant nursery, good
(community had none set up)

FOR VICTORY
BUY
UNITED STATES
WAR
BONDS
AND
STAMPS

OWI 8

OFFICE OF WAR INFORMATION
WASHINGTON

July 28, 1943

WOMEN'S BUREAU
JUL 29 1943
DEPARTMENT OF LABOR

Miss Rachel Nyswander
Division of Information
Women's Bureau
Department of Labor
Washington, D. C.

Dear Miss Nyswander:

Enclosed herewith is a copy of the portion of Mr. Merwin's letter that I promised you.

Cordially yours,

Arthur L. Zagat
Arthur L. Zagat
Magazine Division

Enclosure

FOR VICTORY
BUY
UNITED STATES
WAR
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AND
STAMPS

Return to Robinson

OFFICE OF WAR INFORMATION
WASHINGTON

July 5, 1943

Miss Mary V. Robinson
Director of Information, Women's Bureau
Department of Labor Building
14th & Constitution Ave., N.W.
Washington, D. C.

Dear Mary Robinson:

After all the help you have given our various researchers, I thought you would be interested in looking over a set of our Fact Sheets on women in necessary civilian services.

We only had a hundred copies of each made, but we could send you several additional sets if you think they would really be useful to you. There are five more to come -- laundry, dry cleaning, telephone, telegraph (included) and nurses. Thanks as always for your cooperation.

When you have glanced these things over, you might send them up to Mary Anderson. I would be interested in knowing the opinion of the Women's Bureau on these Fact Sheets.

Very sincerely,

Bess

Bess Furman
Assistant Chief
Magazine Division

Enclosures

FOR VICTORY
BUY
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Mailed 6-25-43
A.G.H.

OFFICE OF WAR INFORMATION
WASHINGTON

June 4, 1943

WOMEN'S BUREAU
JUN 5 - 1943
DEPARTMENT OF LABOR

Miss Mary Anderson
Women's Bureau
Department of Labor
Washington, D.C.

Dear Miss Anderson:

Mrs. Lorna Farrell, editor of The Woman, has written me asking if I could obtain for her a guest editorial by you on the importance of civilian jobs for women in wartime.

You probably are aware that the OWI is scheduling for September an educational program on women in necessary civilian jobs, designed to give the message that all women who do not have small children should go to work to replace men who have gone into the armed services. I enclose a little outline of what we have asked the magazines to do about this, and I mention it only because I would like you to know how much an article on this subject by you would mean to the whole program.

We would be glad to cooperate with your information department, if you wish us to, in the preparation of the article, although I feel certain that the subject is one about which your people know a great deal more than we do. The editorial is to be featured in the magazine, should run only 500 words, and the deadline is June 26. I would be very grateful if you or Miss Robinson would let me know if you can grant this request from The Woman magazine, and I am sending a carbon copy of this letter to Miss Mary Robinson.

With all good wishes,

Yours sincerely,

Dorothy Ducas

Dorothy Ducas, Chief
Magazine Division

cc: Miss Mary Robinson

FOR VICTORY
BUY
UNITED STATES
WAR
BONDS
AND
STAMPS

September, 1942

FORWARD

From time to time as part of our service in connection with the film, "Women.... Soldiers of Production" we will send you interesting and helpful information, suggestions, ideas and experiences which we have picked up in our travels and research. Here are a few that may be of value.

Yours for Victory,

* * * *

REST ROOMS

Be sure to install dispensers for both sanitary napkins and tampons. Some women prefer one type, others the other. We have not attempted to discover the reasons, however, so to keep peace in the family it's a good idea to make both available.

We have a number of case histories in our files which show that the disposal problem in connection with sanitary napkins can become an expensive one if not handled properly. Stoppage of sewers and toilets in some cases has run as high as $125.00 each month. This problem can be overcome by installing a disposal unit in the toilet rooms. It can either be a closed metal container or a gas fired unit. Reports show that a vigorous educational campaign by signs and the plant nurse will help to eliminate this needless expense.

* * * *

WAGES

We have received several letters requesting a clarification of our stand in the film..."the same pay for the same work." Frankly, if a woman is doing the same work and either equaling or bettering the production of that formerly done by a man... she should receive the same pay.

In case of split operations, etc., you will have to use common sense and judgment. There is so much labor cost allotted to each job and in case two women are doing the work done previously by a man why you cannot afford to pay each the same wage as that formerly paid to the man. A person's wages should be fairly based upon the amount of work turned out, at a profit to the company, whether they be man or woman.

* * * * * * * * * * *

MONOTONOUS OR REPETITIVE OPERATIONS

Women have proved themselves more adaptable and contented workers than men on monotonous and repetitive operations.

Reports show where women are placed in such jobs turnover decreases and production goes up.

Many employment offices find that women who love to knit and sew are excellent for such jobs. Keep this tip in mind when employing women for such operations.

* * * *

SUGGESTIONS

Women are very lucrative sources of suggestions and ideas. In several plants about half the ideas dropped into suggestion boxes are from women. Most of their ideas have to do with eliminating waste or speeding up production. They want to win the war quickly.

Some of the most valuable ideas come from women who have never worked in a plant before. Factory work to them is both a novelty and a challenge. A woman doesn't give a hoot how it has been done for years; if there's a better way she wants to find it.

* * * *

WOMEN SUPERVISORS

Women in general do not want to be foreman or supervisors. As one woman expressed it, "A woman needs a boss, but she has to respect him for superior knowledge and ability. Do you think any woman will admit that any other woman is smarter than she? Of course not! Women automatically resent orders from a woman."

Maybe she's got something there for you to seriously consider when this question arises in your plant. Look before you leap.

* * * * *

FOREMEN'S ATTITUDE

Most foremen will kick like a steer when you put women in their departments. Both before and after they have had them they'll still say, "they're no damned good."

When you pin them down on the women in their own department they'll probably say, "Well, of course not all of them are bad. Why take my department, I've got a lot of women and they're not so bad. Of course, you understand I broke them in right. But give my girls time and most of them are as good as most men, I guess."

* * * *

WOMEN'S WILES

Men like their women efficient but not too efficient. Women play the age-old game whether at home or in the factory.

As one girl expresses it,--"When a girl lets a foreman know she can handle a job without his help she's in bad. I manage to get in trouble once or twice a day, just so the foreman can help me out. That makes him feel manly and superior and friendly."

* * * *

TRAINING PSYCHOLOGY

Never let a foreman or teacher stand around and watch a woman when she's tackling a strange job. Tell her what is to be done.. its importance...the why. Then show her how to do it. Then turn her loose. In most cases she'll deliver. If you stand around watching her she'll go to pieces.

* * * * *

WOMEN COUNSELORS

Whenever, possible it is wise to have a woman counselor....someone the girls can go to and talk over their problems, grievances, etc. The selection of this counselor should be given a great deal of consideration. She must breed confidence, be sympathetic and tactful and above all be one who can keep the confidences of the women workers to herself and not gossip within or outside the plant with others. In some plants where the number of women workers does not justify the expenditure for such a counselor perhaps your nurse will fill the bill.

* * * *

ATTITUDE OF MEN WORKERS

In any plant, in any department men just naturally dislike women working shoulder to shoulder with them especially on equal wage terms. Women know it...they work hard to justify themselves. The men then work doubly hard to show up the women. Most companies find that the net result is an upturn in production as the result of this increased effort.

* * * *

CLOTHING

You may run into a little trouble if you try to standardize on the color of the clothing of your women workers. Women dislike too much standardization and insist on the right to keep themselves attractive, even at work. Brown eyed girls and those with auburn hair may resent blues while blue-eyed girls may resent browns. Give them a choice of colors.

Lay down the law at the time of employment....no sweaters allowed. If a pulchritudinous girl wears one she can usually demoralize the plant in ten minutes. Not only will the men have a hard time making their eyes behave but the other women will rise up in indignation.

Also, caution the girls about wearing clothing that is too tight. If a woman has been used to wearing a foundation garment she should wear it while at work. Unaccustomed movements and strains resulting from this oversight may result in greater absenteeism or run up your lost man hours on your safety record.

* * * *

WEDDING RINGS

The no jewelry edict may backfire in the case of wedding rings. Many comply with the rule 100% when the reasons for it are explained. Others will not. You may have to relax this no jewelry rule on this point...but make sure it is only on this point.

* * * *

PROTECTIVE HAND LOTIONS

There are protective hand lotions on the market which the women can rub on before starting to work on dirty or greasy jobs. At lunch time or the end of the day it can be washed off without leaving a trace of stain or dirt on the hands. It has been found a good morale builder. Some plants furnish it in the Women's Rest Rooms without charge. Others sell it at cost in the dispensary, safety store or at the stand in the cafeteria or lunch room. Your safety equipment supply house usually handles these lotions.

* * * *

NURSERY SCHOOLS

Write to your State Department of Education for a list of approved Nursery Schools in your community. This will assist both you and the mothers of pre-school age children now working in your plant or who are seeking employment. Cooperate with your community in organizing Nursery Schools if none are available or more are needed. You'll find this information and service to your employees will pay dividends in production and help to keep your accident record at a minimum among working mothers. Absenteeism especially on Mondays and Saturdays will decrease.

* * * *

HELP! HELP! HELP!

Have you any ideas or suggestions that we can pass on to others. Send them along. Most of us are freshmen in this Women in Industry game and we all need help. Thanks a lot for your cooperation.

* * * *

SERVICE

Remember with the purchase of this film you are entitled to one year's service. This service includes counsel and advice by mail on any problems or questions you may have in connection with the employ- of women in your plant.

* * * *

EXTRA COPIES

Some plants have requested in advance extra copies of these service bulletins, to pass out to Executives and Supervisors. Extra copies may be secured at a nominal cost of 5¢ each.

[illegible]

please return to
Robinson

OFFICE OF WAR INFORMATION
WASHINGTON

May 8, 1943

Miss Mary Robinson
Director of Information
Women's Bureau
Washington, D. C.

Dear Mary Robinson:

My phone conversation with you confirmed my hunch that you already would have read our Magazine War Guide, and would take it for granted that we would be calling on you to help out on our September Magazine Cover Promotion on Women in Necessary Civilian Services.

What we will want from you is all information possible which will be of help in compiling FACT SHEETS on the various jobs which will explain the sort of jobs being shown on the Labor Day magazine covers--and which may also give provocative leads for articles and editorials. We will also want to know what photographs you have available.

Obviously such Fact Sheets entail a big research job. We have enlisted the cooperation of our own OWI Research Division, headed by Clyde Hart; and of the Bureau of Program Requirements of WMC, headed by William Haber. Any cooperation you may be able to give to their researchers will be most appreciated.

Enclosed you will find a resume of the promotion which includes a list of the occupations in which we are especially interested, and a copy of the questionnaire which roughly outlines the material which we hope to include in the Fact Sheets.

Very sincerely,

Bess Furman

Bess Furman
Assistant Chief
Magazine Division

MR
note occ groups
earmarked for
WMC - where
we are to help only

FOR VICTORY
BUY
UNITED
STATES
WAR
BONDS
AND
STAMPS

Office of War Inf

April 17, 1943.

Mr. Ira Emerich,
News Bureau, OWI,
3540 Social Security Building,
Washington, D. C.

My dear Mr. Emerich:

Please retain my name on the mailing list to receive the "Daily Summary of Press Releases," and change my address to:

Mary V. Robinson, Chief
Information Division,
Women's Bureau,
U. S. Department of Labor,
Washington, D. C.

Sincerely yours,

MVR/EFN/nb

Mary V. Robinson, Chief,
Information Division.

OFFICE OF WAR INFORMATION

WASHINGTON

Rachel please take care of this

April 3, 1943

Mary Robinson, Chief
~~Division of Public~~ Information
Women's ~~Division~~ Bureau
Department of Labor
Washington, D.C.

PRD

Dear Reader:

Your name is on our mailing list to receive the "Daily Summary of Press Releases".

To eliminate unnecessary mailings, this list is now being reviewed.

If you wish to continue receiving the Daily Summary, please notify this office at once. The revision will become effective Monday, May 3. At that time the names of all those now receiving the Daily Summary who have not requested its continuance will be dropped.

If you wish to continue receiving the Daily Summary, please let us know whether a change in your address is necessary.

Thank you for your cooperation.

Cordially yours,

Ira Emerich.

Ira Emerich
News Bureau OWI
3540 Social Security Building
Washington, D.C.

FOR VICTORY
BUY
UNITED STATES
WAR
BONDS
AND
STAMPS

X-12902

OWI

March 23, 1943.

Miss Roberta Cook,
Office of War Information,
14th and Pennsylvania Avenue,
Washington, D. C.

Dear Miss Cook,

I am enclosing a copy of a letter we recently received, and our reply to it, and if you know of any training films and slide films which you think will be of use to Mr. Messick will you please write to him direct about them?

Very truly yours,

Mary V. Robinson, Director,
Division of Public Information.

MVR
11
Encl.

[illegible]
OWI

March 15, 1943.

Mrs. Virginia Meredith, Chief of Research,
Office of War Information
224 West 57th St.,
New York City, N. Y.

My dear Mrs. Meredith:

We have your request of March 10 regarding information about women in trade unions.

There are approximately three million women in trade unions in this country. Figures on the number of women officers in unions as far as we know, have not been brought together, but I can say with assurance that a great number of women hold offices in local unions as shop stewards, secretaries, on negotiating committees, and some are managers of joint boards. There are, however, only a small number of women officers in National unions, i. e., in administrative positions, or as top officers. Quite a number are on the Executive Board of their respective National unions.

I call your attention also to a news item in the Christian Science Monitor of February 5, 1943, entitled "Women's Activities in Unions Grow Rapidly in New York Area."

As to maternity benefits and sick leave for women workers in this country, there are no very recent figures compiled. You should consult Management Record for October 1939 for a statement of plans in operation by private employers for maternity benefits under sickness insurance. Enclosed is a memorandum as to States having laws or regulations governing employment before and after child birth; these have been inoperative for various reasons. You may be able to get further information about this by consulting the New York State Department of Labor, Division of Women in Industry and Minimum Wage, 80 Centre St., New York City. (Miss Kate Papert is the chief of this Division.)

Sincerely yours,

MA/RFN/nb

Mary Anderson, Director.

UNITED STATES OF AMERICA
OFFICE OF WAR INFORMATION
224 WEST 57TH STREET
NEW YORK CITY

WOMEN'S BUREAU
MAR 10 1943
DEPARTMENT OF LABOR

March 8, 1943

Miss Mary Anderson
Women's Bureau
U.S. Department of Labor
Washington, D.C

Dear Miss Anderson:

Would you be kind enough to send us the most recent information available in answer to the following questions:

EC 1. What is the latest figure on women's membership in trade unions?

LC 2. How many women are officers of trade unions?

3. What are the average regulations in the U.S. concerning maternity benefits and sick leave for women workers?

We would like to include this material in a booklet on American women, already in the process of preparation, and we would therefore greatly appreciate hearing from you as early as possible.

Very sincerely,

(Mrs.) Virginia Meredith

(Mrs.) Virginia Meredith
Chief of Research

Files
O.W.I

OFFICE OF WAR INFORMATION
WASHINGTON

March 15, 1943

WOMEN'S BUREAU
MAR 19 1943
DEPARTMENT OF LABOR

To those who have been receiving the Information Digest:

The Daily Digest has been discontinued in order to effect necessary economies of both manpower and paper.

But Victory Bulletin, official weekly publication of the Office of War Information, does for the war developments of each seven day period what the Digest did on a twenty-four hour basis.

Victory Bulletin is a journal of record; each week it summarizes the complete list of press releases, briefs the progress of production, reports on actions taken by the White House, Congress, and the War Agencies.

If you are not already receiving this weekly bulletin, you may find that it will go a long way toward filling the gap caused by the discontinuance of the Daily Digest.

The subscription price of Victory Bulletin is seventy-five cents ($.75) a year, payable to the Superintendent of Documents, Government Printing Office, Washington, D. C.

Sincerely yours,

George Lyon

George H. Lyon
News Bureau

FOR VICTORY
BUY
UNITED STATES
WAR
BONDS
AND
STAMPS

Files

February 5, 1943.

Miss Virginia Jackson
Office of War Information,
224 West 57th St.,
New York City, N. Y.

My dear Miss Jackson:

We have your request of January 28 for information on a short history of the evolution of women's rights in labor for overseas broadcast .

We do not have anything compiled on this all within one book cover. The material enclosed will be helpful. However, there may be more than what you wanted. It comprises an article ~~for~~ and a radio script regarding equal pay; several bulletins with pages marked relating to women in the trade union movement, and a leaflet on labor laws advocated by the Women's Bureau for women workers.

If you are interested in having detailed material on the history of labor legislation, please let me know and we can send you our bulletins along this line. They are checked on the enclosed list of publications; they are technical in nature and represent the complete record.

You will want to get hold of a book published in 1942 by the Columbia University Press entitled "The Women's Trade Union Leagues in Great Britain and the United States of America." The author is Gladys Boone.

The enclosed statistical table gives you the monthly trend of employment for women in the year 1942 for agriculture and non-agriculture.

I am surprised to learn that the library does not receive the Labor Information Bulletin. We shall look into this and wee what can be done.

+ get name [illegible]

Miss [illegible] phoned [illegible] OWI N.Y. library [illegible]

Sincerely yours,

Mary Anderson, Director.

MA/RN/nb

[illegible]

P.S. The annual reports of the New York Women's Trade Union League (247 Lexington Ave.) will be very useful to you, and I am sure Blanch Friedman there will be glad to help you.

UNITED STATES OF AMERICA
OFFICE OF WAR INFORMATION
224 WEST 57TH STREET
NEW YORK CITY

WOMEN'S BUREAU
JAN 30
DEPARTMENT OF LABOR

January 28, 1943

Miss Mary Anderson, Director
U. S. Department of Labor
Women's Bureau
Washington D. C.

Dear Miss Anderson:

On November 24 you sent me very helpful material to use in connection with Women at War Week. We did appreciate it.

Now the Women's Shows need a short history of the evolution of women's rights in labor for overseas broadcast. Could you help us again? They need information about social legislation to protect working women, information about women in trade unions (organized women), and information about the progress of agitation for equal pay for equal work etc.

Is any prepared history which would include such information available? Or do you have pamphlets which contain some of the material? Or could you refer us to a reliable source of such information? We would appreciate it.

In your letter of November 24 you gave me some general figures for employed women. Did the Women's Bureau put out any statistical report for 1942 which might be available to us? If not, are there any breakdowns available of figures for women in agriculture and women in industry? Such figures would be very useful to us.

Our library does not receive the Labor Information Bulletin. That bulletin seems to contain quite a bit of interesting information about working women which would be useful to us too. Would it be possible for us to receive the bulletin? We will appreciate your help in these matters.

Sincerely,

Virginia Jackson

✓ Gladys Boone [illegible]
EC 172 ✓ 164
✓ Equal pay speech & radio script
[illegible] leaflet
✓ [illegible] - labor

Files ~~Mrs Schafer~~ OWI

~~Return to MA~~

February 3, 1943.

Mr. George E. McMillan, Assistant Chief,
News Bureau,
Office of War Information,
Washington, D. C.

My dear Mr. McMillan:

I have your form letter received January 27 stating that this Bureau is not eligible to be placed on the free list of VICTORY magazine.

I want to refer you to the following individuals in the Office of War Information who are on our mailing list for all our publications, and who is readily put on when requested; all of our publications are being sent to these individuals free, and not just the one monthly publication containing current news about women workers. The last names only are given, but I presume you can quickly identify them and consult them if necessary:

OWI Library
Frankfurter
Rosener
Mullen (N. Y.)
Lyon (N. Y.)
Mickey
Cook
Horowitz
Howard
Furman

In addition to these individuals who are receiving our material free, and without question by us, I want to say that we have, through our division of public information spent considerable time filling requests from other individuals of your organization, either in looking up unpublished information for use in articles, or in doing special research work on several occasions, and in taking the time to make extra copies of material so some of your writers would have material and write a story. We have written radio scripts for the overseas division on several occasions.

I notice that Item 4 states that those "who, on request, contribute cartoons, articles, etc. to the Office of War Information" are eligible to receive VICTORY. I am frank to say I cannot understand why such a letter as this form letter was sent me. Miss Robinson of our Public Information Division also received "notice". If it is impossible for your office to supply us with a free subscription to VICTORY then I believe it will be necessary for us to remove the names of the OWI individuals named above, from our mailing list, keeping only the library, as we operate on an exchange basis, and this "exchange" is already overweighted in our favor very heavily in your case. The 1920 Act of Congress creating the Women's Bureau does not allow us funds for subscriptions or purchase of books. I shall await your reply.

Yours sincerely,

Mary Anderson, Director.

Memorandum

Miss Anderson
thinks we should
wait a little
Congress before
taking further action
HS

OWI

February 3, 1943.

Mr. George E. McMillan, Assistant Chief,
News Bureau,
Office of War Information,
Washington, D. C.

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Furman

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Yours sincerely,

Mary Anderson, Director.

OFFICE OF WAR INFORMATION
WASHINGTON

WOMEN'S BUREAU
JAN 27 1943
DEPARTMENT OF LABOR

Miss Mary Anderson, Director
U. S. Department of Labor
Women's Bureau
Washington, D. C.

Dear Miss Anderson:

Your letter, in answer to the form letter sent you November 24 in reference to the discontinuance of the free list of VICTORY magazine, has been received. We are sorry that you misinterpreted the letter. Those eligible to be placed on the free VICTORY magazine list, if they request it in writing within thirty days, are:

1. Accredited representatives of publications having second-class mailing privileges on record at the Post Office Department.
2. Personnel of the Office of War Information upon representation that VICTORY magazine is essential in the conduct of their office.
3. Libraries designated by law as depositories of official publications or to bona fide libraries that have been receiving this service.
4. Those who, on request, contribute cartoons, articles, etc. to the Office of War Information.

Since your organization does not fall within the above category your order, together with the advance payment of seventy-five cents per year, should be sent direct to the Superintendent of Documents, Government Printing Office, Washington, D.C. However, if you are a government agency, you may request this subscription through your administrative office.

Very truly yours,

George E. McMillan

George E. McMillan
Assistant Chief
News Bureau

FOR VICTORY
BUY
UNITED STATES
WAR
BONDS
AND
STAMPS

Please See me about this !

January 25, 1943.

DEAR READER:

With this week's issue, the free mailing list of VICTORY, the official bulletin of the Office of War Information, is discontinued.

A letter explaining this discontinuance was mailed to you on November 24.

If you wish to continue receiving VICTORY at the subscription price of 75 cents a year, simply enclose this card in an envelope with check or money order for 75 cents and mail to:

SUPERINTENDENT OF DOCUMENTS
GOVERNMENT PRINTING OFFICE
WASHINGTON, D. C.

If the address on this card is incorrect, please correct it in ordering a paid subscription.

U. S. GOVERNMENT PRINTING OFFICE 16—32501-1

OFFICE OF WAR INFORMATION
WASHINGTON, D. C.
OFFICIAL BUSINESS

WASHINGTON, D.C. 21
JAN 28
7-PM
1943

PENALTY FOR PRIVATE USE TO AVOID PAYMENT OF POSTAGE, $300
BUY
WAR SAVINGS
BONDS AND STAMPS
GPO

Miss M V Robinson,
Director Women's Bureau
U S Department of Labor
Washington
751 D C

Files O.W.I
Comment
no answer necessary

OFFICE OF WAR INFORMATION
WASHINGTON

January 27, 1943

Miss Mary Robinson
Women's Bureau
U. S. Department of Labor
Washington, D. C.

Dear Mary Robinson:

Enclosed you will find your file copy of "Wartime Reminders to Women Who Work" and "Boarding Houses for Women War Workers". We had both mimeographed, but on the February 15th release date given us by Miss Anderson. This went to women's magazines, home and farm magazines, housing department editors, and beauty and fashion magazines.

~~We would be much interested in knowing the results, if any~~. Tell the author that I think this is a swell job and thank Miss Wunder for taking such good care of me.

Very sincerely,

Bess

Bess Furman
Assistant Chief
Magazine Section

Dictation somehow slipped up. We'll let you know what results we get and you let us know what comes to you — if any.

FOR VICTORY
BUY
UNITED STATES
WAR
BONDS
AND
STAMPS

O.W.I

341-S-985

January 27, 1943.

Mr. Bob Berger,
Radio Bureau,
Office of War Information,
Room 3540, Social Security Building,
Washington, D. C.

Dear Mr. Berger,

I am enclosing the little script on Miss Anderson, designed for broadcast to Sweden. In following the formula suggested by Mr. Gittler as to content and easygoing informal style, I may have made the script a little longer than you need. I thought it could be cut by Mr. Gittler of you if necessary.

Also, I have not attempted to cover the point "What they say in official Washington about Sweden's firmly aggressively neutral stand" as Miss Anderson said you would consult the State Department about this. Such a statement could be fitted in very well, it seems to me, either at the end of paragraph 3 or after the last paragraph as a close to the script.

Very truly yours,

Mary V. Robinson, Director,
Division of Public Information.

MVR
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Enc..

C
O
P
Y

OFFICE OF WAR INFORMATION

Jan. 20, 1943

Mr. Robert Berger
Office of War Information
Social Security Bd. Bldg.
Washington, D. C.

Dear Bob:

Could you get Miss Mary Anderson to do a special script to Sweden addressed directly to them with reminiscences of her youth there and how she climbed the ladder in America and the kind of work she is doing now and what American women are like in both peace and war, and what they say in official Washington about Sweden's firmly aggressively neutral stand. Script should be informal, easy-going, personal. Where her parents come from too. We will translate here and if, her Swedish could be coached, could she say a few lines after we broadcast the story about her?

Sincerely yours,

Lewis F. Gittler
Acting Chief
Special Events Section

O. W. I

Defense

January 16, 1943.

Miss Bess Furman
OWI Magazine Section
Room 3447, Federal Security Building
4th and Independence Avenue
Washington, D.C.

My dear Miss Furman:

With regard to the two new Women's Bureau bulletins - "Wartime Reminders to Women Who Work" and "Boarding Homes for Women War Workers" - about which you were inquiring on the telephone, I wish to add that we'd be glad to have you refer to them in whole or in part in your Magazine War Guide, for we would be willing to have magazines use the material in these bulletins, and they could feel free to publish it after February 15th.

Sincerely yours,

Mary Anderson, Director.

SAW
erb

(Files)

O.W.I

[illegible]

I think no reply is necessary to this. Do you agree?

yes

OFFICE OF WAR INFORMATION
WASHINGTON

WOMEN'S BUREAU
JAN 18 1943
DEPARTMENT OF LABOR

January 16, 1943

Miss Mary Anderson
Women's Bureau
Department of Labor
Washington, D.C.

Dear Miss Anderson:

Thank you so much for your invitation to attend the showing of the British films on women war workers yesterday. I was very disappointed to be unable to get there, but I asked a member of my staff, Mrs. Helen Brown, to attend in my place. This is a subject in which we at the Magazine Section have been most interested.

Perhaps you have already received a copy of the memorandum "British Women at War" which was prepared with the cooperation of Mrs. Roosevelt. If you have not seen it, I am enclosing a copy for you, as well as another memorandum which is going out next week to magazine editors on the general subject of "Canadian Women at War." I thought you might be interested in both of them.

In W.B. British files

not attached

I don't know where this is

With all good wishes,

Yours sincerely,

Dorothy Ducas

Dorothy Ducas, Chief
Magazine Section

FOR VICTORY
BUY
UNITED STATES
WAR
BONDS
AND
STAMPS

TELEGRAM

Office of War Inf.

Mary V. Robinson

Women's

Salaries & Expenses -

Women's Bureau - 1943

January 11, 1943

341-S-282

Miss Dorothy Calhoun,
Special Events, Fourth Floor,
Office of War Information
224 W. 57th Street,
New York, N. Y.

MISS ANDERSON GLAD COOPERATE OLDER WOMAN BROADCAST (stop) WILL CONTACT BERGER TODAY.

Mary V. Robinson

Memo on Time and Place for Transcription of Miss Anderson's one radio broadcast for Short-Wave Program on Older Women Workers. Requested by Dorothy Donnell Calhoun.

Wednesday, January 13, 9.30 a.m.

New Interior Building, 8th Floor
Studio of Mr. Bob Berger, or Mr. Allen.

O. W. I. Radio Bureau, Overseas Branch

Enter E Street side of building, take elevator to 7th floor, walk to 8th floor (elevator doesn't go to 8th floor)

Go into [redacted]'s studio, though door is marked "No Admittance."

UNITED STATES OF AMERICA
OFFICE OF WAR INFORMATION
224 WEST 57TH STREET
NEW YORK CITY

MVR could
prepare today
if MA can
do Tuesday

January 9, 1943

air mail

Miss Mary V. Robinson
Director of the Women's Bureau
Division of Public Information
U. S. Department of Labor
Washington, D. C.

Dear Miss Robinson:-

Will you please tell Miss Anderson that two of her speeches have already been used on short-wave programs and that another one is scheduled. --And now I am going to ask a really great favor. We are doing a program on the older worker and her part in the war, and I wonder whether Miss Anderson would be willing to make another recording for us before the end of next week. I ought to have it back by Thursday morning in order to use it. This should be very short; not more than 350 words.

I would like Miss Anderson to give as many figures and facts showing that older workers were being hired in increasing numbers and also about refresher classes to bring back retired older women workers as are available. I wish that she could say just a few words at the beginning about the desire of all Americans of all ages to be of use to their country. Possibly you have some facts to show tremendous improvement in the position of the older worker.

Will you let me know on Monday by telephone or telegram--you could get in touch with Bob Berger, at the Office of War Information, Federal Security Building, Room 3310, Washington, D.C and he will teletype your answer to me. We don't need to see the speech before it is recorded since the others were all so very satisfactory.

not
war
agcy

Et 74415

Bob Berger will make the arrangements for the recording for Miss Anderson on Tuesday or Wednesday if she can do it then. Also, will you send me a few words of biography about Miss Anderson and how long she has been with the Department of Labor.

Miss Mary V. Robinson January 9, 1943

Thank you so much for helping me out on a "hurry-up" job. Of course if Miss Anderson cannot make this this week, I should like to know Monday so that I can get some other authority on women workers.

Cordially,

Dorothy Calhoun

Special Events,
Fourth Floor

DC:MF

December 17, 1942

Mrs. Dorothy Donnell Calhoun,
Special Events,
Office of War Information,
224 West 57th Street,
New York, N. Y.

Dear Mrs. Calhoun,

Thanks for your letters and suggestions about the radio talks, you will be glad to know that we have made the necessary arrangements with Mr. House for the transcriptions to be made next Tuesday (December 22nd) at 10 a.m. Unfortunately this week Miss Anderson has been at home with a cold in her throat which involved her voice and which necessitated the postponement of the transcription until Tuesday. I trust the delay will not inconvenience you.

Miss Anderson is very glad to cooperate in regard to the three talks. The only reason I had put my name on one was because of your suggestion that I do so. I am very glad to relinquish my part. In fact I think it is much better for Miss Anderson to give the three talks since her name is so well known and therefore carries much more weight than mine. Also I think it would simplify the transcription performance to have one rather than two people involved.

I appreciate your cooperation and will carry out your suggestions in regard to the scripts.

Very truly yours,

Mary V. Robinson, Director,
Division of Public Information.

MVR
ll

UNITED STATES OF AMERICA
OFFICE OF WAR INFORMATION
224 WEST 57TH STREET
NEW YORK CITY

December 14, 1942

Miss Mary V. Robinson
Director of the Women's Bureau
Division of Public Information
U. S. Department of Labor
Washington, D. C.

Dear Miss Robinson:-

We would like Miss Anderson to make all three recordings. The Labor short-wave is very anxious to use #1 and #2 on their program as well as on my Woman's program and since they are in quite a hurry for the recordings, for that purpose I am hastening to return the scripts.

They have made a suggestion on the first page of #1 and on the third page. They are evidently a little afraid of prophecies as to women at the close of the war since the soldiers who hear it might feel that they would have no jobs to come back to. Therefore, would you have Miss Anderson substitute another paragraph for the middle paragraph on page 3 of script #1.

I have made a few cuts on the #3 program which I would like to use immediately as it would run a little too long for my purposes. If these slight changes are acceptable, would you please get in touch with Lee House, Railroad Retirement Building, Washington, D. C. -- Telephone No. Republic 7500, Ext. 6804. Mr. House is the Office of War Information contact man in Washington. He will arrange to have these recordings made to suit Miss Anderson's convenience.

I do hope that she will have time to make them all at once--some day at the end of this week. With daily and three times a week broadcasts, we run on a regular newspaper schedule up here. I certainly don't want to press her, but tell her that all three recordings will be immeidately used as soon as they are made and many times thereafter.

Thank you so much for all you have done to get these for us and may I hear from you what arrangements have been made and when we may expect the recordings.

Cordially,

Special Events,
Fourth Floor.

DC:MF

UNITED STATES OF AMERICA
OFFICE OF WAR INFORMATION
224 WEST 57TH STREET
NEW YORK CITY

December 11, 1942

Miss Mary V. Robinson
Director of the Women's Bureau
Division of Public Information
U. S. Department of Labor
Washington, D. C.

Dear Miss Robinson:-

Thank you so much for the splendid service you have been giving us since I saw you with all the releases sent and especially with the three radio scripts by Miss Anderson. I am sharing these with the Labor Program (daily) which goes to all countries and we will, undoubtedly, be asking Miss Anderson to record them within the next week. If she makes them all at one time it won't be too much to ask her to do all three will it?

I will let Lee House, our Office of War Information contact man in Washington, call you directly when we have cleared these three scripts with the Overseas Censorship through which all scripts must be sent before they are put on the short-wave.

Thank you again for everything.

Cordially,

Dorothy Lowell Calhoun

Special Events,
Fourth Floor

DC:MF

Mon or Wed
Pref Wed

December 4, 1942.

Miss Dorothy Donnell Calhoun,
Special Advance Division,
United States of America Coordinator of Information, 7th Floor,
224 W. 57th Street,
New York, N. Y.

Dear Miss Calhoun,

Following up my letter of yesterday I am enclosing the other material to which I referred.

As you are on our mailing list to receive our releases and publications I believe you already have been sent our recently issued report "Equal Pay for Women in War Industries", which would probably be of some interest to you.

My letter of yesterday to you was sent to the address you gave me (Special Advance Division, 7th Floor, 224 W. 57th Street) but I discovered that "United States of America Coordinator of Information" had not been put on. I hope you received the letter which was in a large brown envelope containing the three radio messages you requested several weeks aog. If not, please let me know.

In regard to biographical sketches about Miss Anderson I'm enclosing an old article with some color, and a statement we recently prepared for the New York Chapter of the Society for the Advancement of Management. I'm just revising the biographical sketch we use in connection with the war situation, I'll send you a copy of this in a day or two.

We shall be glad to cooperate with you in anyway we can.

Very truly yours,

Mary V. Robinson, Director,
Division of Public Information.

MVR
ll
Encl.

December 3, 1942.

Miss Dorothy Donnell Calhoun,
Special Advance Division, 7th floor
7th Floor, 224 W. 57th Street, 7 N.
New York, N. Y.

Dear Miss Calhoun,

At last I am able to send you the three radio messages which you asked me to prepare. I am sorry to have delayed beyond the interval of time in which you had hoped to receive them, but I have had to meet so many inescapable and immediate deadlines. I hope my delay has not inconvenienced you.

You will note that the three little talks are a bit longer than you specified. I could cut them, but I thought you might rather receive them in their present state and decide what you would prefer to have cutout and kept in. You know the program as I do not, and what might fit best with the purpose and performance.

Under separate cover I'm sending you copies of certain speeches which I promised to send, and other materials to help answer your questions about the effects women have had on industry and production, safety, etc.

You asked about the number of working mothers. From no source am I able to secure such an estimate. However, the enclosed tabulation dated October 10, 1942, (including figures from the Social Security Review of July, 1942) may be of some interest to you. You doubtless know that "the labor force" includes unemployed women looking for jobs. The latest data on numbers of women in the labor force are for 1942(October) as follows: 14.200,000 in total employment and 700,000 unemployed. In a few days we expect to have the data for November.

I will not stop to write more now as I am anxious to get this letter mailed today.

Very truly yours,

Mary V. Robinson, Director,
Division of Public Information.

MVR

Encl.

Robinson

224 W. 57th Street
UNITED STATES OF AMERICA
COORDINATOR OF INFORMATION
~~270 MADISON AVENUE~~
NEW YORK CITY

WOMEN'S BUREAU
NOV 6 1942
DEPARTMENT OF LABOR

November 5, 1942

Miss Mary Anderson
Director of Women's Bureau
Department of Labor
Washington, D. C.

Dear Miss Anderson:

I am up here in New York now planning to put on a women's program for shortwave listeners in the Allied English-speaking countries.

You have a great deal of valuable information and news about the latest activities of women workers. Would you have one of your assistants collect speeches, publications, releases, which might be helpful in presenting a picture of the American women worker to our Allies.

I shall be in Washington Monday, November 9, and will call at your office to get this material and have a talk with someone in your office. Thank you for any help you may be able to give me.

Cordially yours,

Dorothy Calhoun

dc/ds Dorothy Calhoun

Dorothy Donnell Calhoun
Special Advance Bureau
7th Floor ~~7~~
224 W. 57th St.
N.Y.C.

Mailing list — 352 + reports
+
publ mag. material | Lab. Inf. Bul

Send all materials & latest

What effect on w. in indust
need in indust.
on safety
on production

Estimate on no. of mothers
Shipyard wages equal for w.

Miss Anderson's
biography
brief

Swed. Amer - art.

Speaks on - long struggle
~~Gen~~ again in his long story -
for equal pay &
recognition
given [illegible] ~~compet~~
~~Gen~~ - past four yrs
& hours

3 minutes each

2 - one - Gen - Prog. ~~-~~
for women General [illegible]
first woman - [illegible]
Gordon services
Skills men & women used

3 mr -

Write receipts & [illegible]
send down with O.W.I. to
O.W.I. will make
recordings

B.B.C. – to full record

very short sentences –

next 2 weeks

Northern – [illegible] women
changes more – trends as
to types

stuff on relay [illegible] –

Gordon – Internat'l

Send articles & speeches – typed

File

~~MVR~~
KFM ✓
SAW ✓
OS ✓
O.W.I.

OFFICE OF WAR INFORMATION
WASHINGTON

January 8, 1943

WOMEN'S BUREAU
JAN 11 1943
DEPARTMENT OF LABOR

Miss Mary Anderson
Director
Women's Bureau
Department of Labor
Washington, D.C.

Dear Miss Anderson:

Attached find "The Public Looks at Manpower Problems," a study of public attitudes toward manpower controls, based on interviews in late October and early November, which we feel will be useful to you and to the Women's Bureau of the Department of Labor.

see WR -
(in bookcase)

Our Surveys Division is available to explain orally to members of your staff any details in this study which require clarification.

Sincerely yours,

Eugene Katz
Eugene Katz
Bureau of Intelligence

see p. 12, 15
Re. for. women

Attachment

FOR VICTORY
BUY
UNITED STATES
WAR
BONDS
AND
STAMPS

ADVANCE RELEASE

OWI

ADVANCE RELEASE: For Monday Morning Papers, January 4, 1943
Fleming:WMC-2129

OFFICE OF WAR INFORMATION
WAR MANPOWER COMMISSION

PM-4267

Vultee Aircraft, Inc., has taken steps, in keeping with directions recently issued to the company by the President's Committee on Fair Employment Practice, to eliminate discrimination against war workers because of their race and color, Lawrence W. Cramer, Executive Secretary of the Committee announced today.

The directions followed a public examination of the complaints against the Nashville, Tenn., Division of the company, at public hearings held in Birmingham, Ala., last June.

At the same time, the Committee announced it had also issued directions to the Alabama Shipbuilding and Drydock Corp., Mobile, Alabama; the A. J. Honeycutt Co., Birmingham, Ala., and the Gulf Shipbuilding Corp., Chickasaw, Ala., after it had found that each of the companies had violated Executive Order 8802 in its hiring and upgrading practices so far as Negro workers are concerned.

The Vultee Company was directed to "cease and desist: from discriminatory employment practices; to issue formal instructions to its personnel officers that recruitment, training, and upgrading must be on the basis of the qualifications of applicants without regard to race, creed, color, or national origin; and to give formal notice to all employment agencies that it will accept workers "for any and all classifications of work or training" solely on the basis of qualifications.

Vultee was further directed to issue formal instructions to its appropriate officers to delete reference to race or religion from application for employment forms; to inform training agencies from which it recruits workers of its new policies, and to notify all labor unions with which it has contracts that "it will comply fully with its contract obligation not to discriminate against workers because of their race, creed, color or national origin in recruitment, upgrading, or in any terms or conditions of employment."

In the case of Honeycutt, which was erecting pre-fabricated houses for the Government, the Committee found that the company had refused to employ Negro carpenters who belonged to unions chartered by the International Brotherhood of Carpenters and Joiners, A. F. of L., and one of which unions belonged to the Mobile Building and Construction Trades Council.

The Committee also found that the practices of Mobile Local 89 of the Carpenters and Joiners "operate to bar qualified Negro carpenters from employment with the A. J. Honeycutt Company because of their race".

In regard to the union, the Committee directed that Local 89 "notify the A. J. Honeycutt Company in writing that it has no objection to the employment of Negro carpenters on United States Government and defense construction on the same basis as other carpenters are employed . . ." and that "written notice to the same effect be sent to other contractors engaged in United States Government and defense construction . . ."

X-8221

(OVER)

In Mobile, the Committee found that there are two all-Negro locals of the Carpenters and Joiners Union, Nos. 92 and 1105, and that Local 92 is also a member of the Mobile Building and Construction Trades Council; but, through concerted act action by the Honeycutt Company and the all-white Local 89, Negro carpenters were effectively barred from employment.

In its findings on the Gulf Shipbuilding Corp., the Committee found that the company refused to employ Negroes, except as porters and janitors, "contrary to its obligation under Executive Order 8802." In view of the attitude of the Mobile Metal Trades Council, the Committee also found"that there is not sufficient evidence to support the corporation's contention that white employees will refuse to work if Negroes are hired."

In regard to the Alabama Shipbuilding and Drydock Corp., the Committee found that the corporation "has refused to employ skilled Negro labor and has failed and refused to upgrade or promote into skilled positions Negroes already in its employ, solely because of their race, and in so doing has failed to provide for the full and equitable participation of all workers without discrimination because of race or color in violation of the provisions of Executive Order 8802."

The full directions to each company followed the lines of those issued to Vultee, detailing specific steps which the company involved must take to bring its hiring, upgrading, and training program in line with national policy as expressed in Executive Order 8802.

In keeping with a procedure established between the Committee and the Secretary of War, the Secretary of the Navy and the Chairman of the Maritime Commission, the Committee also notified the Federal departments, for which the offending companies are executing contracts, of the directions issued and recommended to the department head involved that it "call upon the company . . . to take appropriate steps to comply with Executive Order 8802 and specifically to carry out the directions."

This procedure for concerted action is based on a joint letter of July 2, 1942 from the Secretary of War, the Secretary of the Navy and the chairman of the Maritime Commission to Chairman Malcolm S. MacLean of the Committee, in which the respective Federal heads agreed, as contracting agents of the Government, to take certain specific steps to bring about compliance with the non-discrimination clause contained in all contracts let by them.

O.W.I. CORRESPONDENCE - 1944

CROSS REFERENCE SHEET

Name or Subject

O. W. I.

File No.

Regarding

Date

Notice of release of of figures on "overall employment in aircraft industry", by O. W. I. received thru B. L. S. Oct 12, 1944

SEE

Name or Subject

Bu of Labor Statistics -- 213

File No.

File cross reference form under name or subject at top of the sheet and by the latest date of papers. Describe matter for identification purposes. The papers, themselves should be filed under name or subject after "SEE."

CAT. NO. 6703 FILING EQUIPMENT BUREAU

O.W.I

OFFICE OF WAR INFORMATION
WASHINGTON

December 22, 1944

WOMEN'S BUREAU
DEC 2[illegible] 1944
DEPARTMENT OF LABOR

Miss Frieda Miller
Chief, Women's Bureau
Department of Labor
Washington, D. C.

Dear Miss Miller:

Miss Feigel Levine of the ILGWU was unable to go to England on the trip because, I understand, she is pregnant. (There is nothing that has not come up to interfere with this trip.) I was going to suggest Miss Newman to Mr. Dubinsky, but he had already thought of recommending Mrs. Maida Springer, a Negro, and this seemed to me an excellent idea. Everyone else seems to think so too. I tried to ask your advice on it, but you were out of town--but Louise Morley discussed it with Mrs. Elliott, and understood that she would talk it over with you. Our New York people are very favorably impressed with Mrs. Springer. Do you happen to know her?

Her biography is enclosed.

Miss Mary Taylor of the Children's Bureau called me this morning about Mrs. Blackett's trip. She shares your interest in the delegation's education in women's responsibility toward small children.

Thank you for letting me know definitely about the "Pen-Dens" as they used to call them. I had heard only a rumor.

And Merry Christmas to you, too!

Sincerely,

Peggy

(Mrs.) Margaret S. Carroll
British Division

MSC/er
Encl.

FOR VICTORY
BUY
UNITED STATES
WAR
BONDS
AND
STAMPS

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Miss Miller **DATE:** December 7, 1944

FROM : Caroline Manning

SUBJECT:

Referring to Mrs. Blackett of UAW, who will be at the Detroit meeting, Miss Ziegler suggests that "if you have an opportunity you might be interested in talking with her concerning the Illinois equal pay law, and discussing what she thinks her organization might be able to do to improve it." In a recent letter Miss Ziegler writer:

"In talking with Grace Blackett, International Representative of the UAW in the Chicago Regional office, I asked her whether she thought the CIO in Illinois will attempt further action with respect to the equal pay law. She replied, immediately, that she was sure more action would be taken and indicated that whatever is done will be through the Political Action Committee. I mentioned Mr. Travis to her since, as you may remember, Alice Smith of the UE told me Mr. Travis, V-P of the Industrial Council, has been active in the previous campaign for the law. Mrs. Blackett stated very emphatically that he will have nothing to do with any future campaign with respect to the equal pay law.

"Incidentally, you may be interested to know that Mrs. Blackett is going to England shortly, as one of the two women representatives of the CIO."

Mrs. Lowrie has submitted the following list of guests to meet you at the luncheon, December 8th:

Committee Member	Guest
Helen Bryant (Mayor's Committee)	Chairman of Committee (Republican) which works for appointment of qualified women by Governor, Mayor, etc.
Geraldine Bledsoe, W.M.C.	Mrs. Groons, National Conference of Negro Women
Ann Brandes, W.M.C.	Mr. Cushman, Director, W.M.C.
Francis Comfort, A.F. of L.	Mr. Martel, President, A.F.L.
Ann Terech, U.A.W.A.	Mr. Gibson, C.I.O. Former State Commissioner of Labor
Caroline Burlingame, C.S.A.	A.A.U.W.
Mrs. Bemis, Women's City Club	Mrs. Don McQuire, League of Women Voters
Dorothy Roosevelt, W.P.B.	Regional Director, W.P.B. (Detroit is head of Region XI) and Mr. Luchek, O.L.P.
Mrs. Jeffrey, U.A.W.A.	Mr. Victor Reuther, War Policy Division
Miss Clive	Mrs. Gentile, F.E.P.C.
Mrs. Gertrude Pelletier	Council of Jewish Women
Counsellor, Hudson Motor	
Mathleen Lowrie, Women's Bureau	George Dean, Labor Commission, Dept. of Labor and Industry, Mich.
	Miss Beavers, Gen'l. Secretary Y.W.C.A.

files O.W.I
Notices put up

OFFICE OF WAR INFORMATION
WASHINGTON

November 30, 1944

WOMEN'S BUREAU
DEC 1 1944
DEPARTMENT OF LABOR

Miss Anne Larrabee
Chief Clerk
Women's Bureau
Department of Labor
Washington, D. C.

Dear Miss Larrabee:

One of the most critical shortages being faced today by our armed forces is that of trained nurses - nurses who are urgently needed to take care of our wounded fighting men and women. Each day finds this need becoming greater and greater and it is we folks at home that our fighting men and women are depending upon to overcome this serious situation.

In this regard, the Office of War Information is, at the request of the Surgeon General's office of the U. S. Army, conducting an extensive campaign by means of radio, newspapers, car cards, outdoor advertising and posters in an effort to have those women qualified in this profession, but now engaged in other work, enlist in the U. S. Army Nurse Corps. At the present time, it is estimated that there are some 75,000 inactive trained nurses and it is to these women that this appeal is directed.

As one means towards accomplishing this purpose, we are endeavoring to arrange for the most effective display possible of army nurse recruiting posters in all government buildings. Enclosed are a small card and paper poster prepared by the Surgeon General's office which we are sending you with the request that you display them on your bulletin boards or in whatever other manner will assure their being seen by all female employees of your agency.

We realize that all government agencies are today faced with a serious problem in the recruiting of women employees and, like ourselves, are desireous of retaining those they have. We feel sure you will agree with us, however, that the needs of our armed forces must come first and that if there are any women in our employment qualified to fill the depleted ranks of the U. S. Army Nurse Corps, we should do everything possible to encourage their doing so.

May we count on your cooperation in this effort? By so doing, you will not only receive the appreciation of the Surgeon General's office, but also the thanks of our fighting men and women who are so unselfishly giving their very life's blood.

Very truly yours,

James J. Culhane

James J. Culhane
Traffic Manager
Bureau of Graphics

FOR VICTORY
BUY
UNITED STATES
WAR
BONDS
AND
STAMPS

O.W.I.

OFFICE OF WAR INFORMATION
WASHINGTON

November 28, 1944

WOMEN'S BUREAU
NOV 30 1944
DEPARTMENT OF LABOR

Miss Frieda Miller
Women's Bureau
Department of Labor
Washington 25, D. C.

Dear Miss Miller:

We have just received word from London that the trip of the experts on industrial feeding to the United States has been postponed and possibly canceled. We are very grateful to you for your offer of assistance to this group, and if the project is reopened, we will get in touch with you at once.

The Director of our Library in London writes: "In any event, you will be pleased to know that the group was very happy at the immediate response we gave to their preliminary query and indeed, even though the mission may not be forthcoming in the next few months, I am sure that some of the suggestions may well be immediately helpful".

Sincerely,

Margaret S. Carroll

(Mrs.) Margaret S. Carroll
British Division

MSC/er

FOR VICTORY
BUY
UNITED STATES
WAR
BONDS
AND
STAMPS

U. S. DEPARTMENT OF LABOR

WOMEN'S BUREAU

To—		From—	Re Attached Please—
	Anderson.		Approve
	Nienburg.		Comment
	Larrabee.		Note
	Benham.		Note and return
	Dern.		Reply
	Erickson.		Draft of reply
	Hyde.		Signature
	Manning.		Would like to discuss
	Mettert.		File
✓	~~**Pidgeon.**~~		
	Robinson.		Date
	Smith, F.		Note: See underlined sections of letter + reply. Then [illegible] to Gen. Files
	Spring.		
	Stitt.		
	Files.		

GPO 16—24460

Show to: ~~Hooks~~
~~Benham~~

November 8, 1944

Mrs. Margaret S. Carroll
British Division
Office of War Information
Washington, D. C.

Dear Peggy:

I feel I have quite a sheaf of things to talk to you about that should not have waited as long as they did. I had better get them off one by one.

First, the matter of the trade union women. I was especially intrigued by the last biography you sent me, that of Miss Ann Murkovich of the American Federation of Hosiery Workers, which sounds good to me.

Then as to the list of questions which these women might be asked, do you think that in addition to Labor Party they might be asked about Cooperatives, since the latter are so much a part of the British Labor Movement and so little a part of our arrangements here? Aside from that I think you have covered the water-front very well. Do they get a few basic facts which I find are very helpful to keep in mind, such as comparative population, size of the two countries, distances between points? I thought the graphic chart at the beginning of the movie we saw the other day, which compared distances across the United States with Empire distances, was very effective. I do hope it is a good trip.

Now as to Dick Heindel's cable, I certainly agree with him that it is a pretty important mission and I am delighted that they're sending it. Of course we have no division within the "catering industry" that will parallel the British Society of Caterers to Industry. There is a National Restaurant Owners organization and of course there are the National Hotel organizations. Some of the ordinary restaurant organizations have done industrial catering but a lot of plants have done their own and there are a few things I'd like to check if the mission is actually going to be able to visit installations. For instance, Brooklyn Navy Yard had a very interesting plan worked out that I haven't checked recently to see how it is getting on. Also, I'd like to talk to you about the Culinary Workers' Union as there is very wide range of opinion and point of view in different parts of it.

We are glad to help them on wages and check with the Bureau of Labor Statistics on what they have. If you are going to be working on their schedule or advise on it, and want to talk further about it, why not come over and have lunch with me? I am going to be West on a trip for about 10 days but could manage either Tuesday, November 21, or ~~Friday~~ Thursday, November ~~24~~ 23, at about 12:00 o'clock, here at the Department.

Thanks very much for the speech on "Full Employment in British Arts," and also for the Times Supplement memorandum which interested me very much.

With cordial greetings,

Sincerely yours,

Frieda S. Miller, Director

FM:IS

OFFICE OF WAR INFORMATION
WASHINGTON

WOMEN'S BUREAU
NOV 6 1944
DEPARTMENT OF LABOR

November 4, 1944

Miss Frieda Miller
Women's Bureau
Department of Labor
Washington 25, D. C.

Dear Miss Miller:

Dick Heindel cables us that the National Society of Caterers to Industry is planning to send, with Ministry of Labor support, seven experts to investigate and report thoroughly on industrial catering practices with reference to equipment, layout and technical training. They will come at the end of January for a period of a month to six weeks. They will also report to the catering wages mission.

Can you help them on the wages part of their study? I suppose they should be referred to the War Labor Board, to Wages and Hours, and to the Culinary Workers Union of AFL. If you have any other suggestions for them, I should appreciate having them.

Dick cables, "Believe this most important mission and should have good private and government assistance at our end."

I am enclosing a copy of a speech on "Full Employment in British Arts," which may interest you.

Sincerely,

Margaret S. Carroll
(Mrs.) Margaret S. Carroll
British Division

Enclosure

FOR VICTORY
BUY
UNITED STATES
WAR
BONDS
AND
STAMPS

Files + copy
of FM's reply to WEP

Miss Frieda Miller

earlier list to Hooks!

W.M.

November 21, 1944

WOMEN'S BUREAU
NOV 22 1944
DEPARTMENT OF LABOR

Miss Dorothy Dejean
British Embassy
Washington, D. C.

Subject: Women Workers' Trip.

Dear Miss Dejean:

Miss Jennie Matyas of the International Ladies' Garment Workers Union is unable to take part in the proposed women workers' trip to England, because of illness in her family.

Sincerely,

(Mrs.) Margaret S. Carroll
British Division

Mrs. Gregory Bardacke
WPB
[illegible]

Off of W. I.

OFFICE OF WAR INFORMATION

WASHINGTON

WOMEN'S BUREAU
OCT 30 1944
DEPARTMENT OF LABOR

October 28, 1944

Miss Frieda S. Miller
Chief, Women's Bureau
Department of Labor
Washington, D. C.

Dear Miss Miller:

Attached for your criticism is a list of questions which might be asked of the women war workers who are going to Britain.

The delegation now chosen consists of Miss Jennie Matyas and Mrs. Julia O'Connor Parker, whose biographies are attached, Miss Ann Murkovich of Reading, Pennsylvania, and Mrs. Grace Blackett of Chicago. Miss Murkovich has been a hosiery worker for 25 years. Mrs. Blackett is a graduate of Wayne University, worked at Willow Run for two years, and is now on the UAW staff. Her husband is with the Army in France.

We have not yet received fuller information about the last two named women, who were recommended by the CIO, but Doris Tullar, who has just left the WPB staff, has inquired about them and believes that they are both the kind of person we want.

This has all had to be rushed at the last minute because the British Embassy received a cable, asking that the women be sent over within a month. Obviously, they are apprehensive less they be there after the conclusion of the war against Germany.

Sincerely,

Margaret S. Carroll

(Mrs.) Margaret S. Carroll
British Division

Enclosure

FOR VICTORY
BUY
UNITED STATES
WAR
BONDS
AND
STAMPS

mitler

QUESTIONS WHICH WOMEN WAR WORKERS MIGHT BE ASKED IN BRITAIN

1. Why didn't you have a National Service Act in America?

2. Why can't the AF of L and the CIO get together?

3. Why doesn't American Labor have any political representation?

4. Why have you no Labor Party?

5. What is the attitude of your union (or labor in general) toward the employment of Negroes after the war?

6. What will happen to Fair Employment Practices after the war?

7. Is your standard of living (pre-war) higher than ours? Why?

8. How do you explain John L. Lewis? How much power has he?

   Why does American labor permit him?

9. Is it true that you can still buy anything you want in America and that there is an orgy of spending?

10. Why isn't clothing rationed in America?

11. Why do you treat Negroes the way you do in America?

12. Does American Labor believe in free-for-all competition for world markets after the war?

13. Is there much anti-British feeling in America?

14. What is your program to avoid post war unemployment?

15. What will happen to women war workers?

JENNIE MATYAS

Born - September 27, 1895 at Transylvania, Hungary

Joined the International Ladies' Garment Workers' Union in 1910.

Was loaned out as organizer by ILGWU to strike of steel workers in 1919.

Served as delegate to Chicago Federation of Labor - 1916.

Served as organizer in San Francisco - 1934

Received a scholarship by Workers Education for course in England and Scandinavian countries - 1939

Managed Knitgoods Workers' Union, San Francisco - 1934-1943.

Entered University of California, majored in economics; graduated October 1943 (Cum Laude in Economics at age of 48)

Member of Women's Advisory Committee, War Manpower Commission.

Organized first Chinese locals in the United States.

JULIA O'CONNOR PARKER

BIOGRAPHICAL SKETCH

Born at Woburn, Mass. September 9, 1890

Parents: John O'Connor and Sarah (Connolly) both Irish immigrants.

Attended school at Woburn until middle high school years, when I removed with family to Medford, Mass. and completed High School there.

Went to work for New England Telephone and Telegraph Company at age of seventeen in Boston, Mass.

Few years later a union was formed among operators by International Brotherhood of Electrical Workers. I joined and at once became active in organization work. Held several offices and was elected president of Boston local with 5,500 members before I was 21 years old.

I participated in local and State labor movements of Boston and Massachusetts and did extensive legislative work. I served on first wage board established under Minimum Wage Law of the State of Massachusetts. I served three terms as President of the Boston Women's Trade Union League and for ten years as executive board member of the National Women's Trade Union League. Acted as chairman of the proponents hearing and presentation of witnesses when the women's 48-hour law was passed in Massachusetts. I appeared before commottees in Congress on various labor legislative measures affecting labor conditions for women. I continued to work for the New England Telephone Company as an operator representing meanwhile the union of which I was President in wage negotiations and other labor relation matters. The union was a highly successful one during the period and I gained a wide experience in the labor movement.

When the United States entered World War I, the telephone service was taken over and operated by the Post Office Department of the U. S. Government. Postmaster-General Burleson appointed me as a "representative of organized labor" to the Commission he set up to administer the labor problem of the wire services. I subsequently resigned from this Commission as I found it impossible adequately to protect labor and employee interests as the Commission was heavily stacked with officials of telephone and telegraph companies.

While still employed by the Telephone Company, I was elected President of the Telephone Operators Department of the International Brotherhood of Electrical Workers when it was established in 1918. This was a national organization. I left the Company to take on these duties. Shortly thereafter I was called upon in my official capacity to conduct strikes in various sections of the United States, it having become necessary for telephone employees to cease work in order to secure justice under the Burleson administration of the wire services so thoroughly dominant in that administration was the power and anti-union ruthlessness of the Bell Telephone system.

During World War I, I served on numerous commissions connected with the war effort as an organized labor representative. I continued to act as President of the Telephone Operators Department, I. B. E. W., for about 20 years.

I regularly attended the conventions of the American Federation of Labor during most of these years as an I.B.E.W. delegate and on one occasion was called to take the chair and preside over the convention by President Gompers, to the best of my knowledge the only time a woman has so presided.

I was a delegate to the first International Congress of Working Women held in Washington after the first World War, and to second Congress in Vienna in 1924.

I have visited Europe three times as follows: In 1921, in 1922 and 1924. On these occasions I was employed by Meyer Bloomfield, a Boston publicist, journalist and labor relations counselor to make observations and write material, reports and critique on the operations of 1st - labor government in England; 2nd - emigration conditions in Europe particularly Baltic ports; 3rd - post war labor conditions in Central Europe. President Gompers of the A. F. of L. gave me letters of introduction and I had unusual opportunities for contact with the labor movements abroad. Mrs. Raymond Robbins, President of the National Women's Trade Union League, also gave me fine credentials which opened doors of the women's labor and feminist movements. While in England I was extensively entertained and honored by my associates there in the union of Post Office Workers, the corresponding union of my own trade as telephone operators in Great Britain are Post Office employees. I attended and addressed the Annual Conference of that organization. I also attended the British Trade Union Congress at, I believe, two annual sessions.

In 1935 I was appointed by President Roosevelt to the National Advisory Committee of the National Youth Administration, as a labor representative. I was associated also with the N.Y.A. in Massachusetts for several years.

I was attached to the President's Committee on Education (1937) as a labor consultant and wrote the staff report on organized labor's experience with and views on vocational education under federal grants-in-aid. In 1939 I was employed by the American Federation of Labor as an organizer, and am at the present time employed in that capacity. During that period I have engaged in the general work of organization in the fields of telegraph, telephone, machine shop and chemicals. I have negotiated contracts in these industries for both men and women, represented them before government agencies, done economic research on the problems of these industries, prepared briefs for presentation of wage facts to War Labor Boards and so forth.

I am at the present time assigned to organization work among employees of Southern Bell Telephone in nine southeastern States in a campaign being conducted by the International Brotherhood of Electrical Workers. I have been a member of that organization for over thirty-two years.

I have done public speaking extensively, practically always on labor topics. I have lectured at the following colleges: Dartmouth, Massachusetts Institute of Technology, Bryn Mawr, Vassar, Wellesley, Simmons, Rutgers (Labor Institute).

My interest in labor and workers' education has always been active.

I attended Chicago University in the class in Labor Problems conducted by Dr. Harry Millis in 1915, and took some courses in the London School of Economics in 1924.

I am married and my home is at 600 Boylston St., Boston, Mass. My husband is Charles A. Parker, a newspaper reporter who is State House man for the Boston Traveler. I have two daughters who are at school in Massachusetts.

BIOGRAPHICAL SKETCH

ANNA MURKOVICH

".......Miss Murkovich was born in the city of Spajnica, Yogoslavia on October 23, 1901. She came to the United States of America in the year of 1912. Attended grammar school in Jessville, Michigan and Chisolm, Minnesota. She went to work for the Phoenix Hosiery Company, Milwaukee, Wisconsin in 1923, worked for that Company until 1938. She joined Branch #16, American Federation of Hosiery Workers, CIO, Milwaukee, Wisconsin in 1932 and due to her union activities and interest in the workers' problems, the union sent her to the summer school of the University of Wisconsin, Madison, Wisconsin in the year of 1934 to study Labor Economics. She joined the staff as an organizer of the American Federation of Hosiery Workers in July 1938 and at present represents our union in negotiations with employers on all matters concerning the Seamless Division of the Hosiery Industry in the city of Reading and surrounding communities. During her membership in our organization, she has commanded the highest respect of the workers, the employers and her colleagues as to honesty, integrity and intelligence and had proven to be a valuable asset to this organization. Miss Murkovich is a citizen of this country...."

(Excerpted from a letter from Alex McKeown,
General President American Federation of
Hosiery Workers, October 27, 1944)

OFFICE OF WAR INFORMATION
WASHINGTON

November 2, 1944

WOMEN'S BUREAU
NOV 3 1944
DEPARTMENT OF LABOR

Miss Frieda Miller
Chief, Women's Bureau
Department of Labor
Washington 25, D. C.

Dear Miss Miller:

Attached is a copy of Anna Murkovich's biography. She is one of the four women workers who are going to England.

Sincerely,

Peggy

(Mrs.) Margaret S. Carroll
British Division

Name: Maida Stewart Springer

Born: May 10, 1910 in the Republic of Panama

I have been a resident of New York City for 28 years. I attended a public grammar school in New York and am a graduate of Bordentown Training School.

I am married to Owen Springer and have one child, Eric.

I began working in the dress industry in 1932 and became active in the shop and in the Educational Department of Local 22. As a result of this activity, I was awarded a scholarship in the Hudson Shore Labor School.

Later, I took an extensive officers' qualification course in order to be eligible to become an officer of the Union. I was elected to the Executive Board of Local 22 in 1938, and was re-elected in 1940 and made chairman of the EducationalCommittee. In the same year, I ran for the State Assembly on the American Labor Party ticket.

At the outbreak of the war, I served as First Aid Instructor for the Union and other groups and also volunteered for work in the O.P.A.

With the organization of the I.L.G.W.U.'s Women's Service Brigade, I served as a canteen hostess.

I was granted a leave of absence from Local 22 in order to accept the position of Educational Director for the Plastic, Button and Novelty Workers' Union, Local 132 of the I.L.G.W.U. Here, I developed active membership. Among other things, I organized a V-Mail Club, edited "PX," a paper devoted entirely to the members of Local 132 now serving in the armed forces. I sponsored a Blood Donor Drive for the Chinese Blood Bank. I instituted a library for the members, and began courses in Public Speaking, and a New Members' Class, which explained the structure and function of the Union.

I have been, and am remaining active in community activities and War Bond Rallys. I am at present, a member of the Board of Directors of the Neighborhood Day Nursery and I am a member of the Board of the New York Urban League.

WOMEN'S BUREAU
DEC 2 1944
DEPARTMENT OF LABOR

RE: GRACE WOODS BLACKETT

Grace Woods Blackett born October 17, 1915 - Mt. Braddock, Pennsylvania. My mother and father were formerly school teachers. Father - Fuller H. Woods Mother - Mary C. Woods (nee-Seewerker) Married to Laurence F. Blackett April 1941 - My husband now in U. S. Army overseas - He is a member of musicians union.

Attended Grade School in Pennsylvania and graduated from Whyel School, Uniontown, Penna. Attended High School in Detroit and was graduated from John J. Pershing High School in 1933. While in High School I was very active on the debating team as well as the Tennis and Hockey teams.

Attended Wayne University in Detroit and specialized in Political Science and Journalism. I was also very active in the International Relations Clubs and Model League of Nations Assemblies that were sponsored by the Carnegie Foundation for International Peace. I was a member of the University debating team, Captain of the Women's Fencing Team, member of the Women's Athletic Board and was on the Editorial Staff of the College Paper. While at the University I inaugurated and was Chairman of the First International Week Program to be held at the University. We had Pierre de Lannux from France speak and as far back as 1936 he advocated an "International Police Force" to assist with maintaining World Peace. Also Dr. James T. Shotwell from Columbia University gave us considerable assistance and spoke to the students.

Was elected to the Honorary Political Science Fraternity Pi Sigma Alpha in 1935. This is a National Fraternity.

Participated in the first sit down strike held by the UAW in Flint, Michigan in 1937. Four other students and myself left school for two weeks to help with the "soup kitchen". We also appointed ourselves a committee of five to solicit food for the strikers. Needless to say this did not meet with the approval of the University Faculty.

Worked for Montgomery Ward and Co. and assisted in organizing the employees. Assisted my Dad with speaking to Local Unions in Detroit during the organizational drive. Was a member of the Packard Local #190 Auxiliary. Went to work for Ford Willow Run Plant and became a member of Local #50. Was very active in the Local and still maintain my membership though I am on a "Leave of Absence".

Last Xmas I headed the "Open House" held at Local #50 for Servicemen, We had three RAF boys as our guests. The Local paid their expenses for the entire time they were on leave. They were stationed at Port Albert, Canada. I received a letter from one of the boys yesterday, and he told me he has returned to England. He was on leave when he wrote so he gave me the following address - 812253 - LAC James Prior - 215 Upper Grosvenor Road- Tunbridge Wells - Kent, England. I understand that the other two RAF boys who were our guests are now in England also. However, at the moment I don't have their address on hand.

Grace E. Woods Blackett (continued)

Was recently elected Chairman of the National Women's Committee of the UAW-CIO. I have been an International Representative for app. one year. I am stationed in Chicago and work mainly with Women's Problems.

(The following taken from Mrs. Blackett's Form 57)

Mrs. Blackett was born in Mt. Braddock, Pennsylvania. She is 29 years old.

She attended Wayne University in Detroit, and graduated in 1937. She took special courses in International relations at summer school at Grinnell College, Grinnell, Iowa.

While she was incollege, she worked as a junior clerk for the U. S. Reemployment Services, and also corrected papers to help earn her way through college.

From 1938 to 1941 she was in charge of the millinery department and later of the ready-to-wear department of Montgomery Ward in Detroit, She left to get married.

In 1942 she went to work for the Ford Motor Company at Willow Run, Michigan. She worked on the assembly line as a major assembler in aircraft production, and wired BK relays in ship.

In January 1944 she was given a leave of absence until February 7, 1945, at the request of her Union, the UAW-CIO. Since then she has represented the Union in labor disputes. She gives particular attention to Union problems as they affect women in industry.

Her husband is in the Army. He is "somewhere in France".

BRIEF BIOGRAPHIES OF THE FOUR BRITISH WOMEN WORKERS WHO WILL VISIT THE UNITED STATES

Miss Barbara Bates, National Union of General and Municipal Workers, employed by Parkinson and Cowan, engineering works, Manchester, is an active shop steward and has extensive knowledge through her activities in the works of all joint machinery in an engineering factory. As a result of her experience and work, the General Council awarded her the Gertrude Tuckwell prize in 1936.

Lately she has been doing some general organising work in the Lancs. district so that in addition to her knowledge of the workshop, she has a wider knowledge and background with regard to general problems than if she had remained completely in the shop. She has had experience with regard to Appeal Boards, etc., and was at one time attached to a Royal Ordnance Factory in the Lancs. district. She has attended the Hillcroft College.

Miss Mary J. Brodie, Edinburgh Electrical Trades Union, employed at Bruce, Peebles and Co., Edinburgh, senior shop steward for three years, has been in industry for seven years and has worked in the insulating, coil winding, stator and armature winding departments. She is now time clerk in the winding department, responsible for conducting negotiations on behalf of women on electrical work. There are 200 women in her department; 1500 in the factory, 600 of whom are women. She has been a member of the canteen committee at the works for a number of years.

Miss Brodie has virited many factories in Forth area by arrangement with employers for the purpose of obtaining broader knowledge of engineering side of industry.

Miss Margaret Jennings, employed by Allen and Sally, of Arnold, Nottinghamshire, comes from a generation of "stockingers," and has been in the industry since leaving school. She is fully conversant with all aspects of the trade. Vice-President of the Nottingham and District Hosiery Workers' Society, during the last twelve months she has been active in establishing one union for all hosiery workers by amalgamation of the existing five unions. She has represented the society at many conferences, and has been a delegate to the National Women's Conference. Her father was at one time engaged on hosiery machines in the United States.

Miss Edith Maycock, executive chairwoman, Tailors and Garment Workers Union, employed by Wallis and Linnell, clothing manufacturers, Kettering, Nouthants, has a long and outstanding record of service in the Trade Union and Labour Movement. She served as national executive delegate both on the old Amalgamated Society of Tailors and Tailoresses, from 1920 to 1931, and since its establishment in 1932, on the National Union of Tailors and Garment Workers. She has played a leading part in negotiations between the Union and the Employers' Federation since 1920.

Files
O.W.I.

Sept. 14, 1944

Memorandum

To: Miss Ruth Ames
OWI
Room 5427 Soc.Sec.Bldg.

From: Isabel Schafer
Secretary to Miss Miller

Thank you so much for letting us borrow the rough draft of the article on Miss Miller, which I am returning herewith.

OFFICE OF WAR INFORMATION
WASHINGTON

August 10, 1944

Memorandum

To: Miss Mary Robinson
Department of Labor

From: Ruth Ames, OWI
RA

Here is the rough draft of the article on Miss Miller, which I am glad to loan to you. This is not the copy on which she made the corrections; that was sent to New York for printing. However, the changes have been incorporated on the enclosed copy.

Files
O.W.I.

OFFICE OF WAR INFORMATION
WASHINGTON

Miss Mary V. Robinson,
Chief of Information Bureau,
Women's Dbsision,
Department of Labor.

Dear Miss Robinson:

Here are the questions relayed from New York in Connection with an article of Women's Rights:

1. Political gains. Estimated number of women now holding public office. Date, name and office of first American woman to hold public office. Estimated number of women voting in each presidential election since 1920. Any estimate of number expected to vote in coming election.

RVR typed sheets on women voting; Rep. Natl Com. estimates. Women in Congress. Woman Suffrage in U.S. What W. have done since granted suffrage.

2. Chief legislative gains during past 100 years -- emphasis on past ten years.

N. Am. Review 1902

3. Women in industries and professions -- comparative figures showing increase of woman gainfully employed in 1944 over 1924 1919 and over mid-nineteenth century. Figures on total income of womem wage-earners, 1944, 1924 and mid-nineteenth century.

Nothing on income but Census see

104A
Women in labor force 1870-1940

4. Number of women now attending secondary schools and universities compared to number in 1924 and mi-nineteenth century.

Grad

5. Number of women engaged in war production and serving in armed forces.

BLS July 28 release

typed sheet

Flowing your suggestions, I will contact various people and agencies in connection with such material as you feel can be best obtained from other sources. Your cooperation is much appreciated and I will call you Tuesday with regard to picking up the figures you are so kindly assembling.

+ W in 2 wars June 1944 LIB

Very truly yours,
Dorothy Brandon
Dorothy Brandon,
News and Features,
Overseas Division.

FOR VICTORY BUY UNITED STATES WAR BONDS AND STAMPS

material given to messenger
8/2/44
RVR

Files

OFFICE MEMORANDUM

OFFICE OF WAR INFORMATION

To: Miss Frieda S. Miller Date: 7/27/44

From: Valma Clark (Overseas Desk)

Subject: Enclosed is a copy of the statement on the contribution of French women to the war effort. This will be used on overseas programs only. We deeply appreciate your cooperation.

WOMEN'S BUREAU
JUL 28 1944
DEPARTMENT OF LABOR

~~Robinson (for inf.)~~
+
files

FSM kept –
in folder on France
in her file case.

8-0065-nobu-pd-ct-wp

Files
O.W.I

July 22, 1944

Miss Ruth Ames
Office of War Information
Office of the Director
Overseas Branch
Washington, D. C.

Dear Miss Ames:

Thank you for giving me the opportunity to make suggestions on the article containing biographical data and quotations from me. I have made the revisions which I think are desirable. I hope that the changes will be acceptable from your viewpoint and that the somewhat longer quotation I have planned for page 6 will not lengthen the article too much. I thought the original paragraphs needed some expansion to give a clearer and more connected presentation of the ideas.

I appreciate immensely your interest and cooperation. Would it be possible for you to send me a copy of the completed article for my files? Thank you.

Sincerely,

Frieda S. Miller

RVM/am

OFFICE OF WAR INFORMATION
WASHINGTON

July 6, 1944

Miss Frieda S. Miller
Chief, Women's Bureau
Department of Labor
Washington, D.C.

Dear Miss Miller:

Enclosed is the first draft of a feature story prepared from the best published sources readily available to us upon the highlights of your biography. To insure its accuracy, I shall appreciate your checking it. Please delete such portions as may seem inappropriate and add whatever data you wish.

This is for the use of our outposts in neutral and allied countries outside the Western Hemisphere. Our representatives frequently are called upon for biographical information about leading Americans. Very often, also, in connection with an important news event, the press of foreign countries asks our representatives for feature material concerning Americans whose names figure in the headline news. We try to make sure that the outposts are prepared to supply such information.

As this material is urgently requested by our offices abroad, we shall be grateful if you can get it back to us as soon as possible.

Sincerely yours,

Ruth Ames
Ruth Ames
Office of the Director
Overseas Branch

FOR VICTORY
BUY
UNITED STATES
WAR
BONDS
AND
STAMPS

O.W.I

OFFICE OF WAR INFORMATION
WASHINGTON

came special

June 13, 1944

Dear Miss Anderson:

This note will give you the authorization you seek as a basis for giving the Office of War Information the data it needs as background for the production of a film on "Women at Work".

While Mrs. Frances Garen, of our Research Division, knows in detail what she is seeking, I can give you the broad outlines of the project here. We want to assemble data which shows the range and versatility of women workers in war industries and in essential civilian activities. That is, we are anxious to learn the full breadth of jobs which women have taken on during the war. We would like to know where possible the salaries or wages paid for the jobs women are currently doing and also something of the amount and time required for training in a wide variety of jobs.

This data will be used as background in the preparation of a moving picture script, in which we will seek to report the range of women's activities in the war, as well as to describe the continued need for women workers to continue military production and civilian activities at an optimum level.

Cordially yours,

David Frederick

David Frederick
Chief, Office of
Program Coordination of everything

Miss Mary Anderson
Director, Women's Bureau
Labor Department
Room 1307 Labor Department Bldg.
Washington, D. C.

FOR VICTORY
BUY
UNITED STATES
WAR
BONDS
AND
STAMPS

RM gave Mrs Garen a list of the industries in which WB had visited a plant or two (see article prepared for Americana).
Miss Spring has a listing of occs. in all these industries, & Mrs G may want to see this.

OWI

May 13, 1944.

Miss Jeannette Harrington
Office of War Information
Room 3540, Social Security Building
Washington, D. C.

Dear Miss Harrington:

I am enclosing a copy of our bulletin which speaks for itself. Advance copies of this were received in the Bureau just a few days ago. I thought that you might be interested to issue an OWI release on this publication of ours since we are not planning a release to send over to your office in our usual fashion. Because of the need for some advance publicity on this bulletin and because we had a number of copies of the proof, it has already been given publicity in a few newspapers.

Even if you do not want to prepare a release on it I felt sure you would like to have a copy of the report, and should you wish additional copies I should be glad to have you call on me.

Very truly yours,

Mary V. Robinson, Chief
Information Division

MVR/ll
Encl.

U. S. DEPARTMENT OF LABOR
WOMEN'S BUREAU
WASHINGTON 25

May 18, 1944.

Miss Jeannette Harrington
Office of War Information
Social Security Building, Rm. 3540
Washington, D. C.

Dear Miss Harrington:

I am enclosing a copy of our bulletin which speaks for itself. Advance copies of this were received in the Bureau just a few days ago. I thought it might be

OWI

June 8, 1944.

Miss Winifred Webb
Room 3250, OWI
Social Security Building
Washington, D. C.

Dear Miss Webb:

Following up the telephone call of Miss Larson, of Lockhart International, Incorporated, New York City, with you today concerning the enclosed release on support garments for women, I am also sending some additional details as to the care of such garments.

When Miss Larson talked with Hazel Howard about this pending release Miss Howard stated that she would like in considerable detail the story of the care of the garments. In the news release such information has been condensed.

Very truly yours,

Mary V. Robinson, Chief
Information Division

LL
Encl.

files

OFFICE OF WAR INFORMATION
WASHINGTON

May 6, 1944

Miss Mary Anderson
Director, Women's Bureau
Department of Labor
Washington, D.C.

Dear Miss Anderson:

The attached message from Dorothy Crook in our London office just came in. If it meets with your approval, will you telephone me and I will immediately cable to London.

Very truly yours,

E. W. Kenworthy

E. W. Kenworthy
British Division

Extension 74415

DM phoned him
May 6. 11 am.
that this all right
at Miss Andersons
direction.

O.W.I

LN92

MAY051208-KUHN PARKER ATTENTION ALSO ONAF FEATURES APPRECIATE DELAY FOLLOWING CABLE FROM DOROTHY CROOK: TO MARY ANDERSON DIRECTOR WOMENS BUREAU U S DEPT OF LABOR WASHINGTON DC QUOTE THERE IS GREAT INTEREST IN ENGLAND AT THE MOMENT IN THE QUESTION OF EQUAL PAY. SOME TIME AGO YOU WROTE A GENERAL ARTICLE WHICH WAS DISTRIBUTED BY OWI FOR OVERSEAS USE NO. S3855. I HAVE REWRITTEN THIS SOMEWHAT TO MEET BRITISH NEEDS AND I HAVE INSERTED A FEW ADDITIONAL FACTS REGARDING STATE LAWS. ONE OF THE NATIONAL PAPERS WOULD LIKE TO USE THE ARTICLE AS SUNDAY FEATURE WITH YOUR SIGNATURE. DOES THE ARTICLE AS REWRITTEN MEET WITH YOUR APPROVAL? WOULD YOU CABLE IMMEDIATELY, THRU OUR OWI OFFICE APPROVAL OR ANY SUGGESTED CHANGES. ALL GOOD WISHES, SIGNED DOROTHY CROOK UNQUOTE.

TEXT OF REWRITTEN ARTICLE FOLLOWS:

EQUAL PAY FOR WOMEN IN THE U S A.

BY MARY ANDERSON, DIRECTOR, WOMENS BUREAU U S DEPARTMENT OF LABOR.

QUOTE WAGES SHOULD BE ESTABLISHED ON THE BASIS OF OCCUPATION AND NOT ON THE BASIS OF SEX UNQUOTE DASH THIS HAS BEEN A CORNERSTONE PRINCIPLE OF THE WOMENS BUREAU OF THE US DEPT OF LABOR EVER SINCE ITS ESTABLISHMENT BY CONGRESS IN 1918. DURING THE YEARS BETWEEN THE TWO WARS THE BUREAU TOGETHER WITH PROGRESSIVE UNIONS AND MANAGEMENT AND A NUMBER OF WOMENS ORGANIZATIONS HAS BEEN WORKING TOWARDS THE ATTAINMENT OF THIS GOAL IN ALL EMPLOYMENT AND IN ALL SPHERES OF ACTIVITY. PARA THE ONLY FEDERAL LAW AFFECTING WAGES AND HOURS,

MORE WM

LN92/2/051208

THE FAIR LABOR STANDARDS ACT PASSED IN 1938, SETS A FLOOR UNDER WAGES AND A CEILING OVER HOURS WITHOUT REGARD TO THE SEX OF THE WORKER. PARA MEN AND WOMEN ENTER THE CIVIL SERVICE OF THE UNITED STATES AT THE SAME SALARY WHEN THEIR APPOINTMENTS ARE IDENTICAL. YEARS AGO AN ACT OF CONGRESS PROVIDED THAT IN DETERMINING THE COMPENSATION OF CIVILIAN EMPLOYEES THE PRINCIPLE OF EQUAL COMPENSATION FOR EQUAL WORK IRRESPECTIVE OF SEX SHALL BE FOLLOWED. THE PRINCIPLE OF EQUAL PAY HAS ALSO BEEN APPLIED TO THE WOMEN IN THE SERVICES. WACS, WAVES AND WOMEN MARINES ALL RECEIVE THE SAME RANK, PAY AND ALLOWANCES AS THE MEN. PARA DURING THIS WARTIME PERIOD NOTICE WAS GIVEN TO THE NATION

PARA THE ONLY FEDERAL LAW AFFECTING WAGES AND HOURS,

MORE WM

LN92/2/051208

THE FAIR LABOR STANDARDS ACT PASSED IN 1938, SETS A FLOOR UNDER WAGES AND A CEILING OVER HOURS WITHOUT REGARD TO THE SEX OF THE WORKER. PARA MEN AND WOMEN ENTER THE CIVIL SERVICE OF THE UNITED STATES AT THE SAME SALARY WHEN THEIR APPOINTMENTS ARE IDENTICAL. YEARS AGO AN ACT OF CONGRESS PROVIDED THAT IN DETERMINING THE COMPENSATION OF CIVILIAN EMPLOYEES THE PRINCIPLE OF EQUAL COMPENSATION FOR EQUAL WORK IRRESPECTIVE OF SEX SHALL BE FOLLOWED. THE PRINCIPLE OF EQUAL PAY HAS ALSO BEEN APPLIED TO THE WOMEN IN THE SERVICES. WACS, WAVES AND WOMEN MARINES ALL RECEIVE THE SAME RANK, PAY AND ALLOWANCES AS THE MEN. PARA DURING THIS WARTIME PERIOD NOTICE WAS GIVEN TO THE NATION THAT EQUAL PAY WOULD BE THE GUIDING PRINCIPLE IN ALL WARTIME EMPLOYMENT RELATIONSHIPS. THE WAR LABOR BOARD DECLARED IN THE FALL OF 1942: QUOTE WAGE RATES FOR WOMEN SHALL BE SET IN ACCORDANCE WITH THE PRINCIPLE OF EQUAL PAY FOR COMPARABLE QUANTITY AND QUALITY OF WORK ON COMPARABLE OPERATIONS UNQUOTE. PARA IT WAS AN AUSPICIOUS BEGINNING. THE BOARD HAS JURISDICTION OVER ALL WAGE INCREASES DURING WARTIME AND HAS USED ITS POWER TO GRANT EQUAL PAY FOR WOMEN WHEN SPECIFIC CASES HAVE BEEN BROUGHT BEFORE IT. IN SEVERAL CASES THE BOARD DECLARED THAT THE DILUTION OF THE JOB CONTENT COULD NOT BE USED AS AN EXCUSE TO KEEP WOMENS WAGES DOWN SO LONG AS UNIT LABOR COSTS HAD NOT INCREASED. IT FURTHER HAS DECLARED THAT CLASSIFICATIONS SHOULD NOT BE SET UP FOR QUOTE MALE UNQUOTE AND QUOTE FEMALE UNQUOTE JOBS. PARA INDIVIDUAL STATES TOO HAVE COME TO THE FRONT IN REASSERTING POSITIVELY THE EQUAL PAY PRINCIPLE. FIVE STATES DASH MICHIGAN, MONTANA, WASHINGTON, ILLINOIS AND NEWYORK DASH ALL HAVE EQUAL PAY LAWS. PARA IN THE STATE OF MICHIGAN IT IS DECLARED THAT COLON QUOTE NO EMPLOYER OR MALE AND FEMALE WORKERS SHALL DISCRIMINATE IN WAGES BETWEEN THE SEXES ON THE BASIS OF SEX UNQUOTE. PARA IN MONTANA THE LAW STATES COLON QUOTE NO PERSON, FIRM, STATE, COUNTY, MUNICIPAL OR SCHOOL DISTRICT, PUBLIC OR PRIVATE CORPORATION SHALL EMPLOY WOMEN AT WAGES LESS THAN THOSE PAID TO MEN FOR EQUIVALENT SERVICE IN THE OCCUPATION UNQUOTE PARA.

MORE WM

LN92/3/051208

THE OTHERS ARE SIMILAR. PARA THESE FIVE STATE LAWS APPLY TO ALL INTRASTATE INDUSTRIES, THE CORNER DRUG STORE, THE BOOTBLACK SHOPS, THE LAUNDRY ESTABLISHMENT AND SIMILAR LOCAL BUSINESSES. IN OTHER STATES THE PRINCIPLE IS FOLLOWED BY CUSTOM RATHER THAN BY LAW. PARA ON THE WHOLE LABOR AND INDUSTRY HAVE BOTH SEEN THE JUSTICE AND THE DESIRABILITY OF THE EQUAL PAY PRINCIPLE. UNION ORGANIZATIONS IN THE UNISTATES STAND WITH THE FEDERAL GOVERNMENT AS THE STRONGEST PROMOTERS OF EQUAL PAY STANDARDS. MANY UNIONS HAVE MADE EQUAL PAY FOR WOMEN ONE OF THEIR PRIMARY OBJECTIVES. NOTEWORTHY ARE THE UNITED ELECTRICAL, RADIO AND MACHINE WORKERS OF AMERICA, THE INTERNATIONAL ASSOCIATION OF MACHINISTS, THE UNITED RUBBER WORKERS OF AMERICA, AND THE TRANSPORTATION UNIONS, PARTICULARLY THE BUS AND STREETCAR WORKERS' UNIONS. UNIONS IN GENERAL RECOGNIZE THAT A WAGE SYSTEM PREDICATED ON THE PRACTICE OF AWARDING A JOB TO THE LOWEST BIDDER DOOMS THAT SYSTEM TO CUTTHROAT COMPETITION. POST WAR IMPLICATIONS ARE PLAIN DASH SUCH AN ATTITUDE SAYS TO RETURNING SOLDIERS, QUOTE YOU CANT BE HIRED AT YOUR OLD WAGES WHEN WE CAN GET A WOMAN TO WORK FOR TWENTY PERCENT LESS UNQUOTE PARA INDUSTRY TOO HAS RECOGNIZED THE FUNDAMENTAL JUSTICE OF EQUAL PAY FOR WOMEN. WITHIN THE FIRST SIX MONTHS AFTER THE WAR LABOR BOARDS GENERAL ORDER ON EQUAL PAY, MORE THAN SIX HUNDRED FIRMS ADJUSTED THE RATES OF WOMEN WORKERS TO EQUAL THOSE OF MEN. SURVEYS BY THE WOMENS BUREAU HAVE REVEALED THAT IN THREE IMPORTANT INDUSTRIES WHERE WOMEN HAVE REPLACED MEN IN LARGE NUMBERS DASH AIRCRAFT MANUFACTURING, STEEL MILLS AND SHIPBUILDING DASH EQUAL PAY HAS BEEN MOST READILY APPLIED BY MANAGEMENT. IN TWOZEROSIX PLANTS OF ALL KINDS VISITED BY THE WOMENS BUREAU AGENTS LAST YEAR 82 1/2 PERCENT HAD THE SAME BEGINNING RATES FOR MEN AND WOMEN. PARA DURING ITS TWENTY FIVE YEARS OF PROMOTING EQUAL PAY FOR WOMEN, THE WOMENS BUREAU HAS BEEN BACKED UP BY MANY ORGANIZATIONS OUTSIDE THE UNIONS DASH CHIEFLY WOMENS ORGANIZATIONS. NOTABLY THE NATIONAL WOMENS TRADE UNION LEAGUE AND BUSINESS AND PROFESSIONAL WOMENS GROUPS HAVE PRESSED FOR LEGISLATION AND HAVE COOPERATED ACTIVELY IN EDUCATIONAL PROGRAMS DESIGNED TO FURTHER THE EQUAL PAY PRINCIPLE UNQUOTE.

NEEDLE WM 2135-5/5/44.

MENT OF THIS GOAL IN ALL EMPLOYMENT AND IN ALL SPHERES OF ACTIVITY.

OWI

Files
no answer
necessary

OFFICE OF WAR INFORMATION
WASHINGTON

April 10, 1944

Miss Mary V. Robinson
Director, Public Relations
Women's Bureau
Department of Labor
Washington 25, D.C.

Dear Mary:

Enclosed is a manuscript copy of the booklet "Women Workers in War and After," which you were good enough to let me see. I have found it interesting and useful. As I told you over the telephone, I let our mutual and dependable friend, Polly Weaver of Mademoiselle, have a look at it. She took it back to New York to read on the train, and returned it this morning and here it is.

With continuing appreciation of your continuing cooperation, I am

Very sincerely,

Geno

Genevieve Forbes Herrick
Assistant Chief
Book and Magazine Bureau

FOR VICTORY
BUY
UNITED STATES
WAR
BONDS
AND
STAMPS

Files O.W.I

April 8, 1944

Miss Ruth Chappel
Library, Office of War Information
Social Security Building, Room 3439
4th & Independence Avenue, S. W.
Washington, D. C.

Dear Miss Chappel:

Here is the material you requested by telephone yesterday. It includes:

Copies of Washington Equal Pay Law.
Copies of proposed New York Equal Pay Law.
Copy of "Analysis of Sex Distinctions."
25 copies of "The Legal Status of Women in the United States: United States Summary - Supplement I."

Please note that the New York Equal Pay Bill is not yet law, but awaits the Governor's approval.

Very truly yours,

Sara L. Buchanan
Associate in Legal Research

Inclosures
SLB:MMG

Files

O.W.I.

OFFICE OF WAR INFORMATION
WASHINGTON

Postal Zone #25

April 3, 1944

Miss Mary V. Robinson
Chief, Information Division
Women's Bureau
U. S. Department of Labor

Dear Mary:

I am returning herewith the following documents:-

(1) Special Bulletin No. 17 - Progress report on women war-workers' housing - Galley proof.

(2) Women's employment in foundries - Manuscript.

They have been helpful and I have tried to use them helpfully. I am keeping, for a day or two, a manuscript copy of a pamphlet - Women workers in war and after. I want still to make a few notes on it, and I shall get it back to you within two days.

As I told you over the telephone this morning, there was a nice article in the New York Times yesterday, April 2, headlined "Success Rule Set in Hiring Women," referring to your recent booklet on the subject. I am sure your clipping bureau has already brought this to your attention, but I want to make "assurance doubly sure."

With appreciation of your continuing cooperation, I am

Very sincerely,

Geno

Genevieve Forbes Herrick
Assistant Chief
Book and Magazine Bureau

FOR VICTORY
BUY
UNITED STATES
WAR
BONDS
AND
STAMPS

OW.1

March 3, 1944

Genevieve Forbes Herrick
Room 3077, Magazine Section, OWI
Social Security Building
Washington, D.C.

Dear Geno:

Enclosed is the galley proof for a new pamphlet we are publishing on women war workers' housing.

Sincerely,

Mary V. Robinson, Chief
Information Division

Off W Inf

25

February 12, 1944.

Mrs. Genevieve Forbes Herrick
Room 3077, Magazine Section OWI
Social Security Bldg.
Washington, D.C.

Dear Geno:

Here are the proofs and manuscripts for your Sunday reading. I feel sorry for you. I'm also sorry that I can not locate good stories on women coming back at this time into their special fields after an interval of being in the home and out of paid employment. Our clippings are not classified in such a way for us to be able to locate such stories wyickly. The two I'm enclosing may be of some interest.

Sincerely yours,

KB
erb

encl.

Mary V. Robinson, Chief
Information Division

OWI

25

February 12, 1944.

Mrs. Genevieve Forbes Herrick
Room 3077, Magazine Section OWI
Social Security Bldg.
Washington, D.C.

Dear Geno:

Here are the proofs and manuscripts for your Sunday reading. I feel sorry for you. I'm also sorry that I can not locate good stories on women coming back at this time into their special fields after an interval of being in the home and out of paid employment. Our clippings are not classified in such a way for us to be able to locate such stories quickly. The two I'm enclosing may be of some interest.

Sincerely yours,

KB
erb

encl.

Mary V. Robinson, Chief
Information Division

O.W.I.

February 10, 1944

Mr. Malcolm Morrow, Chief
Division of Public Inquiries
Bureau of Special Services
Office of War Information
Washington 25, D.C.

My dear Mr. Morrow,

I have your letter of February 5th and we shall be glad to cooperate in supplying your selected library list with bulletins of the Women's Bureau that would be of general interest, and in having a small number sent to your stockroom for use by the Publications Section in answering requests.

In accordance with arrangements tentatively made, Mrs. Nyswander of our Information Division will keep Mrs. Ocheltree informed as bulletins and pamphlets are under way with the Government Printing Office. It was our understanding that 5000 copies would cover the needs both of your library list and your distribution to requests. Under the present plan, all this supply tgoes to the OEM warehouse, but if 100 copies should be sent to your Publications Section, and 4900 to the warehouse, please let Mrs. Nyswander know.

Sincerely yours,

Mary Anderson, Director

rfn

Comment

OFFICE OF WAR INFORMATION

WASHINGTON
Postal Zone #25

February 5, 1944

WOMEN'S BUREAU
FEB [illegible] 1944
DEPARTMENT OF LABOR

Miss Mary Anderson
Director
Women's Bureau
Labor Department Building
Washington, 25, D. C.

Dear Miss Anderson:

This will confirm conversation Mrs. Ocheltree had with your office with reference to including pamphlets issued by your agency in our Publications Section and in the monthly Library Packet.

The Publications Section in this Division is engaged in request distribution of government pamphlets. It was set up some time ago to serve a constantly increasing demand for publications containing information regarding broad and specific phases of government operation and the war program. It has enjoyed the support and cooperation of agencies issuing publications for general distribution, supplies of which are sent us as the pamphlets are produced.

Letters requesting specific publications are filled from stock or referred to the issuing agency, as that agency prefers. Subject matter letters asking for publications relating to a particular phase or problem which might have been produced by several agencies are filled from stock. In these cases, it might be mentioned, the correspondents are referred to the interested agency for further information. This practice has proved to be time- and correspondence-saving in cutting down successive referrals.

An activity of the Publications Section is the distribution of a monthly Library Packet which is sent to a list of approximately 5,000 libraries, most of which have established War Information Centers.

The publications of your department are of extreme interest to these libraries and have been found most valuable in our Publications Section. We believe that some, if not all, of your future publications would be most useful to us in answering requests relating to the Women's Bureau Program. We should appreciate it if you would let us have notice of any publications issued by your office for general distribution, which could be used to advantage in the library information centers.

If you either do not produce a sufficient number or do not think a given pamphlet could be used to advantage by these libraries, we should appreciate

FOR VICTORY
BUY
UNITED STATES
WAR
BONDS
AND
STAMPS

OFFICE OF WAR INFORMATION

WASHINGTON

your letting us have a supply of say 100 copies that could be placed in our stockroom to serve incoming requests. The amount required for the Library Packet is 5,000 copies. We shall appreciate your letting us know if an arrangement can be made to serve the packet and the Publications Section.

Many thanks for your past and continuing cooperation.

Sincerely yours,

Malcolm Morrow

Malcolm Morrow, Chief
Division of Public Inquiries
Bureau of Special Services

Mrs. Ochiltree told RFN
that 5000 is ample
& covers both the
library list *and* the
stockroom needs.

FOR VICTORY
BUY
UNITED
STATES
WAR
BONDS
AND
STAMPS

rfn

Files Off. War Inf.

OFFICE OF WAR INFORMATION
WASHINGTON
Postal Zone #25

February 5, 1944

Miss Mary Robinson
Public Relations Officer
Woman's Bureau
U.S. Department of Labor
Washington 25, D.C.

Dear Mary:

Thank you so much for your prompt courtesy in sending me the material for which I asked. With appreciation of your continuing cooperation, I am

Always sincerely,

Gene

Genevieve Forbes Herrick
Assistant Chief
Magazine Bureau

FOR VICTORY
BUY
UNITED STATES
WAR
BONDS
AND
STAMPS

O.W.I. Correspondence -1945

O.W.I. Files

INTERIM INTERNATIONAL INFORMATION SERVICE
OFFICE OF WAR INFORMATION
WASHINGTON

November 16, 1945

Miss Mary V. Robinson
Chief of Information Division
Women's Bureau
Department of Labor

Dear Miss Robinson:

In the course of checking a manuscript on the history of the American woman, we have been unable to verify certain statements. I am listing these below, and if someone in your office has information as to whether or not they are accurate it would be much appreciated. Or, if you could refer me to sources, that would be a great help. I have exhausted the possibilities of the library here.

1. a. During the war one giant plant making tanks, tank destroyers and jeeps was staffed 90% by women.
   b. A gun manufacturing plant had an all-women force.
   c. There were only 2,000 women employed in government arsenals before the war but by its end 2/5 of all munitions plants workers were women.
   d. Henry J. Kaiser put women to work on his giant cranes in shipyards. By 1945 one of every eight shipyard workers was a woman.

W. in 2 Wars
P. 8
peak March 1943
O.W.I.
N.B. 2367
April 14, 1944
Aug 1942

2. Approximately one half of the women war workers in this war were housewives as well.

Patterns

3. a. In the 1940 elections 21,000,000 women went to the polls.
   b. More than 1,000 women were elected to public office.
   c. By 1943 the U.S. Government employed 450 women in jobs which would class them as policy-makers.

NLWV
[illegible]

Thank you very much.

FOR VICTORY BUY UNITED STATES WAR BONDS AND STAMPS

Sincerely yours,
Ruth Ames
Ruth Ames
Bureau of Overseas Publications

Room 3512 SS Bldg.
Ext. 75032

OWI

OFFICE OF WAR INFORMATION

WASHINGTON

[illegible]
Files

10/18/45

To: Miss Frieda Miller
Director of the Women's Bureau

From: ValmaClark (Overseas Desk)

Enclosed is a copy of the statement on German women which you may wish to have for your files. Thank you very much for the helpful suggestions and for your cooperation.

WOMAN'S BUREAU
OCT 19 1945
U.S. DEPARTMENT OF LABOR

NY DESK MISS MILLER ON GERMAN WOMEN 10/18/45

OCT 19 1945

IMPLEMENTER ATTN GERMAN DESK

Washington October eighteenth (IIS) Miss Frieda Miller, Director of of the Women's Bureau of the Department of Labor, said today that

German women are faced today with an unprecedented duty to help shoulder the responsibilities of reconstruction in every field and on every level.

The shortage of men in Germany as a result of this war puts an increased burden upon her women. The destruction of German cities and the disruption of German economy which has resulted from the Nazi policy of aggression makes the problems to be solved crucial for the nation's future.

If the voice of Germany's women had been more powerful, that nation might not have been reduced to its present plight. It might never have embarked upon this criminal war. But the Nazi regime virtually excluded women from the political life of the nation. National Socialism destroyed family life by taking the men from their families and putting the children into state youth organizations. Thus it prevented women from functioning in the important field it left them, the home.

Today German women have a chance to come strongly forward and take a part in administrative and welfare groups, trade unions and political parties for the reconstruction of Germany. They have an opportunity to help build a Germany in which the values dear to them can thrive. They can help safeguard their homes against such destruction in the future.

German women must keep pace with the women of other nations. Only recently the French women achieved the franchise. Here in the United States we women have gone a long way on the road to full participation in our national life, but there is still a long way to go. We American women would like to cooperate with the women of the other nations in ~~building~~ establishing world security for all our children.

For the sake of themselves, their families, their country and all of us, German women must play their part in the rebirth of German democracy.

END WASH DESK (CLARK)

Mrs Sh –
see it –
for [illegible]
O.W.I.

September 6, 1945

Miss Dorothy Crook
Office of War Information
American Embassy
London, England

Dear Dorothy Crook:

Your Italian story is something that I am certainly glad to have been permitted to share. I hope you will let me have others as they come along and I am so glad you are doing this job since I know you will bring back to us a lot of information that can be used in many ways here in the United States. I shall look for you to come in and give me more of your story when you do get back.

I know that the American women who were in England during the summer got a lot of help from you and appreciate very much what you did for them. I do think there were some very interesting people in the group that went over this year. Actually, I am hoping that by spring some occasion will arise that will make it possible for me to get back and see what has happened to a variety of things, such as, the Labor Exchange for Women on Oxford Street, the plan for household workers' training, and our friends in the Parliament.

If the O.W.I. continues on beyond the 2 or 3 months as you are guessing it will so that you are over there for a bit longer, it might be a nice chance to pick up with you on last year's things.

My greetings to folks I know over there and thanks again.

Sincerely yours,

Frieda S. Miller, Director

FSM:LW

Address used: Office of War Information
A. P. O. #887
c/o Post Master New York City
New York, New York

Air Mail

OFFICE OF WAR INFORMATION
UNITED STATES GOVERNMENT

AMERICAN EMBASSY
LONDON

WOMEN'S BUREAU
SEP 4 1945
DEPARTMENT OF LABOR

August 23, 1945

Miss Frieda Miller
Women's Bureau, U.S. Department of Labor
Washington, D.C.

Dear Miss Miller:

I have been spending a very interesting few weeks in London seeing several of our mutual friends - Margaret Hickey, Ellen Woodward, and Congresswoman Woodhouse. It was good of you to tell them to get in touch with me.

I spent all of July in Italy working on the problem of re-educating Italian women to democratic ways and procedures. This was a fascinating assignment, as you can well imagine.

I am sending along a copy of my report together with a supplementary report on women's organizations. I think you may be particularly interested in the new groups which I have called "Semi Political" which are emerging and are summarized on pages 5 and 6 of the supplement.

I am off at the end of this week to Belgium, Holland, and Sweden. Wherever I go, I find keenest interest in Women's Bureau publications and material. In fact these are one of my major sources of information, and are quite invaluable to me.

I don't know how long OWI will continue in its information work. I would guess two or three months, ~~at the end of which time~~ and then I will probably be back in the United States and I certainly will call you when I am in Washington.

Cordially yours,

Dorothy Crook
DOROTHY CROOK

Miss S. L.

~~The attached reports about circulation (marked, highly confidential. Not for direct quotation) to~~

~~Bowen~~ (today)

~~[illegible]~~

~~[illegible]~~

~~Cohen~~

~~[illegible]~~ files

See also my note on carbon

REPORT ON WOMEN'S ACTIVITIES IN ITALY

Dorothy D. Crook
July, 1945

While in Italy I spent two and one-half weeks in Rome and a week in Milan laying the foundation for a women's program whose chief purpose would be the political re-education of women for democracy. The response of the women leaders whom I talked to was keen, enthusiastic, and cordial. Everyone seemed anxious to learn about American democratic techniques and institutions. Evidence of this interest lies in the well attended meetings which were planned on extremely short notice and in the demand for articles, radio programs and the like.

Interest is highest at the moment in American women's political life because of the recent decree granting Italian women the vote. Furthermore as the most active and by far the largest women's organization is the left-wing "Unione delle donne Italiane" (UDI), every other non-left group is anxious to learn how they can organize effectively too. The tendency to organize only on a party basis is disturbing to many, and they welcome discussions of how "public opinion" is formed and channeled in America. I might add that interest along these lines is not at all confined to women.

WORK WITH ORGANIZATIONS:

In general, the women's organizations in Italy are of two distinct kind - the political groups and the non-partisans groups. These latter are strongly tied to the old-time well-known international women's organizations and include: The University Women, the Business and Professional Women, and the Alliance Feminine (the International Alliance of Women for Suffrage and Equal Citizenship). These groups all went underground during the twenty years of Fascism, or they have been completely reorganized with entirely new people (which is the case with the business and professional women). They are relatively small in number (probably each one has no more than a thousand members) - but they are extremely interested in expanding and they are composed of women who are hard working and have the zest of people who are creating something new and worthwhile for the future. At the end of my second week in Rome, the President of the Alliance arranged a special meeting for me to which she invited all the other non-political women's groups. They wanted to show me, they said, how much they appreciated my being there, linking them up again to American thought and organizations. I feel sure we can help these groups get in contact with women of similar caliber in other parts of Italy. I am also sure that their counterparts in America might help financially and otherwise in their re-organization.

One semi-political group is UDI, (Unione delle donne Italiane) which is by far the biggest and most influential women's group. The organization is confusing. It claims to be non-partisan and to bring together the women of all political parties and many members sincerely believe that this is the case. In most units they have rotating chairmen who represent all parties alternately, and their chief concern is social assistance to the families of returned service men and prisoners of war. The group was born out of the resistance movement. They publish a paper "Noi Donne" in Roma, with strong left tendencies. They are allied, they say, to the UFF in France which is a widely recognized Communist Group. The President is Signora Togliatti in Rome - and the only permanent officer in Milan is Signora Floreenini, also a Communist. Nonetheless I have not met with the opposition to American ways and institutions that I have met with in other communist groups elsewhere. In fact, they seem very interested in hearing about our life, and genuinely seem to admire it. They have asked me to speak at their national meeting in September.

Mrs Lyons [illegible]
Is this [illegible]
corresponding?

All political parties have a women's section. I have not been to any of their meetings but many have come to me for information. As each one has a paper, there is a natural outlet for information which they all want. From information springs a desire for consultation; for example, an interview given to the Christian Democratic paper was followed by an invitation to meet the President of the women's section of the party and others. If we are careful to maintain a balance and keep to a direct informational line, I believe we can work with the political groups as well as with the non-political, as long as we know what we are doing.

The question of joint action among women's groups was raised again and again. There is a general dislike of having too many organizations. Frequently I pointed out the great diversity of organizations in America, and told of the work of the Women's Joint Congressional Committee in Washington and Joint Action Committees locally which give an opportunity to pool efforts without trying to mold all groups into one form. There is a tendency here to want to amass all women into a national women's group which I think is both impossible and unsound.

I had the opportunity of attending a wide variety of meetings. In each case I was asked to give a short talk and this was followed by a lively discussion - the kind of discussion which adult educationists in America would have rated very highly. (French was used quite satisfactorily). These Italian women's groups have on the whole a dynamic interest in public affairs which might be extremely influential if reinforced by numbers all over the country.

Alliance 'Femminile Italiana della Donna' (AFID) - A meeting was being held the afternoon of the first day I was here. I was asked to present a short talk on American women's participation in political life, and gave news of the League of Women Voters and the International Alliance of Women for Suffrage and Equal Citizenship which had just become the World League of Women Voters. About thirty members were present. The discussions lasted over an hour.

Another meeting was planned by the Alleanza two weeks later at which one hundred women were present from all organizations. Tea was served at the Ritrovo Club and speeches were made on the importance of better international understanding and information. The meeting was rather in the nature of a testimonial of appreciation of my visit. All hoped that the kind of work I had been doing with them would continue.

Business and Professional Women (FIDAPA) - I was invited to a meeting of their social welfare section, at which there were about sixty members. I was asked to discuss with the Executive Committee the question of group action - and at the meeting I presented news of the organization and work of the BPW in America. The meeting lasted for about two hours.

Lega Nazionale della Donna Italiana - I attended a meeting when the organization presented its ideas on international education to representatives of other nations.

This was followed up by a meeting with a small group of the officers at which we discussed at length their organizational set-up, possible international links, and some of the pitfalls of their idea of linking under their aegis all other women's organizations.

In Milan, meetings were held with three different groups:

UDI A special meeting was called on very short notice to discuss American women's political activity and women's organizations. The meeting was attended by over sixty members including all the leading women in Milan. Keen interest was shown in all that was said. The discussion lasted for two hours.

Lyceum Club - An old cultural women's club assembled a small meeting of about a dozen women who wanted more detailed information on American women's activities.

Friends of America - A new Italo-American organization called a meeting of about one hundred fifty people together on two days notice to discuss American women's political education.

WORK WITH PRESS AND RADIO:

The demand for material on American women's activities is almost limitless. Because of the large number of papers, there seems to be a ready market for almost any material we can supply, if properly related to current Italian interests.

In Rome, excellent results were obtained when press interviews were given to one or two reporters at a time. These reporters have all indicated their keen interest in any new material we may have from time to time. In Milan a small press conference was called (about twelve reporters attending) with equally good results. Questions lasted about two hours and follow-up appointments were made by a few special feature writers.

The following papers carried rather extensive stories:

AZIONE FEMMINILE (Christian democracy) - Front page, three column article, covering a wide range of subjects discussed at an interview.

IL PUBBLICO - Full page column story on a special meeting which was arranged for me by the principal women's organizations in Rome.

IL LAVORO - Front page story on "Women in the U.S. Labor Movement" - which I gave to a woman labor leader at a conference.

COSMOPOLITA - Three column story on American women in Congress based on material which I brought down.

LA CAPITALE - Brief news column mention of my being here.

DONNA - First edition. Full page story and pictures carried on "Women at International Conference Tables." Also an extensive interview was given for use in the forthcoming issue.

ITALIA LIBERA - (Action Party) half column.

AVANTI - (Socialist) half column.

Note: This is an incomplete list as no regular clipping service was maintained, but indicative of the general interest.

Nuovo Mondo -

Nuovo Mondo was given first choice of some feature stories I brought with me, which I had written and successfully placed in England and elsewhere.

The story on "Women's Clubs in the USA" was used in the current issue. Extra copies were given to us for distribution to organizations. Requests have been made for several hundred.

Other material which will be used in future issues include: "Women in Washington" (Pictures and biographies of nine U.S. Congresswomen, with added material on women in politics).

"Rural Home Life"

"Progressive Education"

I would suggest that copies of Nuovo Mondo be distributed to organizations whenever articles are carried of particular interest to them.

RADIO:

A radio interview was planned and written on the initiative of a reporter from Radio Rome, Signora ANNA CANITANO. The technique she used was successful I believe in overcoming the language difficulty and might be useful for future reference. She spent an hour or more talking to me (in French); then she wrote up a script quoting me indirectly. I came in at the beginning with one sentence in Italian to show that I was there - and at the end with about a minute in English which she then translated.

The same technique was used in Milan, and apparently it was equally successful there.

HIGHLIGHTS OF VISIT TO MILAN:

The five days spent in Milan afford some illustration of the kind of program that might be worked out again whenever some visiting specialist is going around to any of the USIS offices in Italy.

The high points were:

A Press Conference: Held at the Italo-American Press Club. About twelve correspondents attended, and at least two half column stories appeared, and possibly more. The conference lasted for over an hour, with very good questions relating to American women's economic and social position as well as their political interests and organization.

A Radio Broadcast. Arranged as an interview, with the interviewer summarizing a script prepared in English and then translated. At the end, a few minutes talk was given in English.

A Meeting with UDI: About sixty women representing all parties attended, and attentively discussed the position of American women for two hours.

A Meeting at the Friends of America Society: About one hundred and fifty people, men and women, attended.

A Meeting at the Lyceum Club: To discuss with a small group of women leaders the non-political organizations in America and their international affiliations.

Conferences were also held with women writers and professors.

SUGGESTED PROGRAM FOR THE FUTURE:

In general the women's program should have two definite approaches:

1) One part will be purely informational - Through speeches, magazines, radio, news stories and the like, we can tell about American women thus creating a better understanding of the U.S., and possibly stimulating adaptations of our patterns of institutions and organizations in Italy.

This informational program should reach not only the organized groups, but the great mass of unorganized women as well.

In this connection, we should be on the alert to encourage in whatever way possible new magazines of a general non-political character which would reach women in their homes.

The same is true for radio programs which might possibly be developed on a fairly ambitious scale - giving a continuous story of an American family for example, possibly an Italian version of One Man's Family.

2) The second part of the work involves encouraging democratic procedures and techniques by participating in organizational meetings and discussions. This is more difficult because so many of the most influential Italian women's organizations are definitely political. American assistance is warmly welcomed by the three organizations with international connections - the University Women, the Business and Professional Women, and the International Alliance of Women Voters. However, these groups in Italy are small and just re-emerging. The other women's organizations in Italy present a question of major policy because they all have some political color. The UDI is particularly confusing because it claims to be non-political although it has strong communist support and links.

My personal recommendation would be that we work with all organizations, even the political ones wherever we are invited to do so -- following a consistent line of policy in presenting American democratic techniques. We doubtless cannot do much to change policies in definitely political groups, but we can hammer away at democratic procedure. So far, I have met no opposition to this type of approach either among the UDI groups or the conservative groups. I think they like to hear about the way we do things. Interest everywhere has been keen and should continue so in the months ahead.

Note: Further detailed reports are available.

Supplement

Office of War Information
Dorothy Crook
Women's Consultant
June, 1945

REPORT ON WOMEN'S ORGANIZATIONS IN ITALY

SUMMARY

There are three definite types of women's organizations now emerging in Italy. First, there are the Non Political Groups. Secondly, there are several Quasi Political Groups, and thirdly, there are the definitely Political Groups.

NON POLITICAL GROUPS, most of which have already received contacts with their international bodies, ~~These~~ are ~~the~~:

A.F.I.D. (Alleanza Femminile Italiana della Donna)

F.I.L.D.I.S. (Federazione Laureate e Diplomate degli Istituti Superiori)

F.I.D.A.P.A. (Federazione Italiana della donna nelle arti professionali e affari)

LEGA NAZIONALE DELLA DONNA

CENTRO FEMINILE DI STUDI E DIAZIONLE SOCIOLI - (Milan)

LYGEUM CLUB - (Milan)

QUASI POLITICAL GROUPS

U.D.I. (Unione delle donne Italiane)

C.I.F. (Centro Italiano Femminile)

CONFEDERAZIONE DEL LAVORO - Women's Section

POLITICAL GROUPS

Women's Section of all political parties

NON POLITICAL

A.F.I.D. (ALLEANZA FEMMINILE ITALIANA DELLA DONNA)
(Alliance of Italian Women)
Address: Via Mario dei Fieri 21 - tel. 62815 - ROME
Officers: President, Dr. SANDESCKY SCELBA

This group was originally established in 1905 in Italy as the Italian branch of the International Alliance for Suffrage and Equal Citizenship. By means of active propaganda and constant work it succeeded in 1918 in having the Italian Parliament approve a law to extend the right to vote to women, but the government fell before the Senate had time to approve the measure. After the International Congress of 1922, the AFID was forced by Fascism to cease all activity.

With the fall of Fascism, AFID started its activity again with a program of preparing women for political life; and of assisting women in obtaining economic and social rights which would put them on the same social plane with men.

AFID is absolutely apolitical, not in the sense that it does not occupy itself with political and social problems since it carries out its major activities in this very field, but in the sense that it is not tied up with any political party.

It is allied to the International Alliance of Women for Suffrage and Equal Citizenship, which recently became the Alliance of Women Voters for Peace and Equality. The American branch is the League of Women Voters and the Italian branch would like to develop its program along the same lines.

COMMENTS: From the meetings I attended, I would say that the members are genuinely democratic and have a good sense of organization. They received with interest the news that the international group had recently changed its name to the International Alliance of Women Voters for Liberty, Equality, and Peace. They plan to make their group like our League of Women Voters now that suffrage has been granted. The President arranged a special meeting for me at the end of my second week in Rome, to which she invited all other organizations, to show, as they said, how much they appreciated my linking them up again to American thought and organizations.

F.I.L.D.I.S. (FEDERAZIONE LAUREATE E DIPLOMATE DEGLI INSTITUTI SUPERIORI)

(Federation of women graduates of Universities and Higher Institutes -- Italian branch of the International Federation of University Women)

Address: Via Mario dei Fiori 21 - tel. 62815 - ROME
Officers: Mrs. Levi Civita, president
Via Sardegna 50.

Dr. Dragone Testa, president of Rome section
Via Fontanella Borghese, 48
Rome

This organization was organized before the advent of Fascism. It has a cultural and a social program. It tends to promote all those activities which contribute to culture in the artistic, literary, and scientific field. It is also interested in social work to meet the needs of infancy and youth. In 1935 the FILDIS was condemned to silence by a Fascist order. The organization continued, however, under the name of "Biblioteca Isabella Grassi" to hold regular underground discussions and meetings. In 1943, after the liberation of the south, it started to reorganize its ranks.

In Milan the group is not yet reorganized, but it is hoped that a new branch will open this fall.

The FILDIS program for next year will be a series of courses to present new ideas and techniques developed by the members. After thorough discussion, those which are good will be presented to the proper authority.

F.I.D.A.P.A. (FEDERAZIONE ITALIANA DELLE DONNE NELLE ARTI, PROFESSIONI ED AFFARI)

(Italian Federation of women in the arts, professions, and business)

Address: Via Nazionale 230. ROME
Officers: Dott. INSABATO, president
Via Cosseria - tel. 30697

This group has just been organized. Its program is similar to other apolitical leagues. The new group is very active and particularly interested at the moment in social questions, such as the organization of welfare services. They are also concerned with questions of women's employment, equal pay, and the like.

They are anxious to do what they can in the political education of women and they cooperate fully with the FILDIS and AFID.

COMMENTS: From the discussion I attended, I would predict that the Business and Professional Women will be an active and influential group. I haven't seen a BPW group in America or England which was more anxious to learn and more conscious of their responsibilities as citizens and their opportunities as members of an organization.

LEGA NAZIONALE DELLA DONNA

President - There is a system of rotating chairman but the prime mover is Signora Anna LELLI, Hotel Victoria.

Another active member is Signora BORLA, Via Mercati 51 - tel. 812519.

The organization is a new one and rather an ambitious one. It is composed of women who formerly were primarily women of leisure but who now want to do what they can to satisfy a new sense of social responsibility. They have sections on International Education, Political Education, Child Welfare, and the like. Their chief concern at the moment is the care of children especially the street urchins.

According to one of their members, the group started when someone pointed out that the women in Italy were the only ones who weren't doing anything for their country.

The group has tried to set up one division for "coordinating" other women's organizations. This has met with some resistance as other groups do not want to become just a part of the Lega. They are all willing to cooperate, so I believe some new relationship may be worked out, whereby a coordinating committee is set up with the Lega represented just as any other organization is. They had difficulty with regard to weighing the votes on their joint committee, but realized the advantage of functioning as a clearing house rather than as a group which takes majority votes.

This group is interested in international education and would like to be associated with an international organization. Some relationship might be worked out with the International Council of Women, which is the body the Lega most closely resembles.

SEMI POLITICAL

U.D.I. (UNIONE DELLE DONNE ITALIANE)

Address: Rome
Via IV Novembre - tel. 681145
Officers: Signora Rita MONTAGNANA TOGLIATTI, president
Prof. USELLINI
Signora FLORENINI, Secretary - MILAN

In the summer of 1943, U.D.I. was born out of the women's groups who had been active in the resistance.

The group claims to be non-political and non-partisan and I am convinced many members sincerely believe this. The group is made up of representatives from all parties. The National President is a communist, but all parties have representatives on the National Committee. Locally, I am told, the parties are all mixed, and discussions and activities are non-partisan. In Milan the organization has a rotating chairman but a permanent secretary who is a Communist.

The activities of the organization are primarily social welfare, and are at the moment particularly concerned with the returned soldiers and prisoners of war, Most of the workers I have met were volunteering their time as organizers.

Their second interest is the defense of women's rights, securing access to public office, better wages in industry, and the like.

They also have begun to hold citizenship classes on a non-party basis.

Their paper is "NOI DONNE."

They want to get all women into one big U.D.I. Group.

They are allied to the U.F.F. in France, a very similar group, though more avowedly communist.

COMMENTS: In Milan a special meeting was called for me and about sixty came to the discussion. There was keen interest, apparently friendliness among all groups and a noticeable absence of any "heckling" or any attempt to underrate American developments. The women were also interested in telling me what they had done in the resistance and are going to send me stories that might be of interest somewhere in America.

There are, it is said, 250,000 members in Lombardy alone. While the Secretary, Signora FLORENINI, is a communist the chairman of the committee rotates. Two very active members have been to America and know England well - one Signora CORTI is a member of the Christian workers party and another, Signora DREHLER is of the Action Party.

C.I.F. (CENTRO ITALIANO FEMMINILE)

(Italian Women's Center)
Address: Via Giulia, 1. - tel. 52052
Officers: Mrs. FEDERICI, president
Home telephone. 39113

The C.I.F. has been formed to include all catholic women's organizations as well as the women of the Christian Democratic Party.

The organization aims to encourage the moral and political education of women. They are also interested in employment conditions, in equal pay, and other "women's rights" and in assistance to families and children.

They are attached to the church locally. They have 4 to 5 million members. They point out, however, that the church has from the time of St. Paul preached the equality of "people" and they do not oppose women's economic and political progress.

They were interested in the other international Catholic Women's Groups who also are working for the greater freedom of women - particularly the St. Joan's Social and Political Alliance whose headquarters are in London. They were going to carry some articles based on their bulletins.

CONFEDERAZIONE DEL LAVORO

Via Boncompagni 19 - tel. 480151
Officers: Signora LOMBARDI, president (for Women's Committee)

The Confederation of Labor has a Consultative Committee of women including:
A Socialist : Mrs. LOMBARDI
A Communist : Mrs. SECCO
A Christian Democrat: Mrs. CINGOLANI

The Women's Committee is interested in seeing that women receive better working conditions when new contracts are negotiated. They are also quietly working to secure for women better places in union organizations, on factory committees, and the like. They have access to the labor press and are interested in all material relating to women in industry, day nurseries, education, and the like. They were very much interested in our Women's Trade Union League.

OTHER ORGANIZATIONS:

CENTRO FEMMINILE DI STUDI E D'AZIONE SOCIALI - (MILAN)

President: Signora Prof. Luigia PIROVANO
Viale Balilla 21

This is a newly formed group - mainly of conservative women who do not want to join with the UDI group.

Their aims are also the political education of women on a non-party basis - and social welfare.

I doubt that their membership is very large at the moment. (They claim about a thousand).

A similar organization was started in 1936 (though they claim it was non-Fascist) and discontinued in 1939.

LYCEUM CLUB - (MILAN)

Prof. F. BENOZZOLI and Prof. ROSSI are active members.
Via Manzoni 41 - tel. 67229

This is a woman's club similar to Lyceum clubs in America, England, andother countries. The purposes are primarily cultural - although now they have started a series of lectures on civic and political subjects. Again they claim to non-party although I would guess their proclivities would be conservative more than anything else. Many of their members are old-time internationalists.

POLITICAL

I didn't have time to visit the Women's Section of the Political Parties.

OFFICE OF WAR INFORMATION
WASHINGTON

WOMEN'S BUREAU
AUG 3 1945
DEPARTMENT OF LABOR

8/2/45

To: Miss Frieda Miller
Chief, Women's Bureau

From: Valma Clark (Overseas Desk)

Enclosed is a copy of the statement for the anniversary of the Social Security Act. I have incorporated in it the changes you so kindly suggested. Thank you very much for your cooperation.

O. W. 1.

Y DESK MISS MILLER ON SOCIAL SECURITY ACT 8/2/45

For August fourteenth

Washington August fourteenth (OWI) Miss Frieda S. Miller, Chief of the Women's Bureau of the Department of Labor, said today that it is a good sign for the future that interest all over the United States is extremely lively in our Social Security programs. She said:-

Under the program set up by the Social Security Act, signed ten years ago today, more than eight billion dollars has been paid to Americans in need and to beneficiaries of social insurance. This is the measure of important progress toward the freeing of men from poverty for which all the United Nations are striving today.

Under the unemployment insurance program some forty-four million workers in this nation earned wage credits in 1944 and approximately thirty-six million had enough credits to be insured. Not only want but the fear of want is relieved by the participation of the workers in this system which recognizes the gaps in the individual's capacity to earn that come when the jobs fade out or when disability strikes. The assurance that provision has been made for them brings great peace of mind to the workers.

It is a good sign for the future that interest all over the United States is extremely lively in our Social Security programs. Business, labor, women's organizations, fraternal organizations, veterans' organizations, schools are repeatedly manifesting their interest in the sjubect, showing that the desire for freeing men from want is widespread here in America and extends through all classes.

The American mood is ready for our wholehearted support of the great goal of world security for all mankind. We realize, as never before, that one man's hunger is every man's hunger--and that the problem of attaining greater economic security has no national boundaries.

END WASH DESK (CLARK)

OWI

July 30, 1945

Miss Natalie Davis
Office of War Information
Room 3551 Social Security Bldg.
Washington 25, D. C.

Dear Miss Davis:

As I promised you on Saturday I am sending you some materials of the Women's Bureau on "Equal Pay" and some other publications that might be of interest to you.

Your name has been placed on the mailing list to receive similar releases in the future.

Very truly yours,

Mary V. Robinson, Chief
Information Division

Enclosures

Inf.Div.
jc
cc gen.files ✓
robinson

files OW.I

WOMEN'S BUREAU
JUL 26 1945
DEPARTMENT OF LABOR

OFFICE OF WAR INFORMATION
Washington 25, D. C.

July 25, 1945

MEMORANDUM

TO: All Government Chief Clerks and Administrative Officers

FROM: James J. Culhane, Traffic Manager, Bureau of Graphics

SUBJECT: President's Statement Regarding the Nation's Food Situation.

At the request of the War Food Administration, the Office of War Information is arranging for a nation-wide display early in August of the enclosed message of President Truman's regarding the nation's food situation. Since this message is of vital importance to all Government employees, we are writing to ask your cooperation in arranging for its prominent display throughout your Agency. We will appreciate it if you will advise us of the quantity you will require for this purpose at the earliest possible date.

Copies of the message will be available on or about August 1, 1945 and shipments will be made immediately thereafter.

Your cooperation and assistance in this effort will be sincerely appreciated.

O.W.I

July 4, 1945

Mrs. Eleanor Powell
Room 3410 Social Security Bldg.
Office of War Information
Washington 25, D. C.

Dear Mrs. Powell:

Complying with your request of this morning, and in pursuance of a communication from your Moscow office asking for pamphlets, posters, etc. on health and hygienc to be used for informational purposes, there has been sent to you under separate cover four wall size posters, viz: "Maintaining War Workers Morale", "Health Tips to Women War Workers", "Keeping War Workers Well and Fit", and "Safety Clothes for Women's Efficiency".

We are enclosing herewith some materials for your consideration and you may send to your Moscow office what you think appropriate for their use.

Very truly yours,

Mary V. Robinson, Chief
Information Division

Enclosures

MVR/jc
Inf.Div.
cc gen. files
robinson

O.W.I
Files

OFFICE OF WAR INFORMATION
WASHINGTON

May 9, 1945

Miss Mary Robinson
Director, Public Relations
Women's Bureau
U.S. Department of Labor
Washington 25, D.C.

Dear Mary:

Mrs. Marian Davis, of our staff, has just let me see the very understanding letter which you sent her with regard to the piece by Miss Frieda Miller. Both Mrs. Davis and I regret the turn of the wheel which spun around somewhat unpredictably. I can assure you that Mrs. Davis did her very best, and I know I do not need to assure you that I subsequently did what I could.

You will find Miss Joan Ranson, Editor of Everywoman's Magazine, a most constructive editor and forthright character. Her magazine, which has a circulation of approximately one-half million, is thoughtfully edited. But present paper limitations somewhat restrict the length of articles she can use. So any cutting job she does is likely to be inevitably necessary. I am enclosing the current issue of the magazine for your attention.

With warm regards to Miss Miller and deep appreciation of your patient understanding, I am

Very sincerely,

Gene

Genevieve Forbes Herrick
Assistant Chief
Book and Magazine Bureau

FOR VICTORY
BUY
UNITED STATES
WAR
BONDS
AND
STAMPS

Files O.W.I

OFFICE OF WAR INFORMATION
WASHINGTON

May 5, 1945

WOMEN'S BUREAU
MAY [illegible] - 1945
DEPARTMENT OF LABOR

Miss Frieda Miller, Chief
Women's Bureau
Department of Labor
Washington, D.C.

Dear Miss Miller:

You may be interested in the enclosed British Institute of Public Opinion figures:

Filed in Res. Div

Q. "If, after the war, the Government makes itself responsible for seeing that people get jobs, do you think that they should have the right to direct people through the Labour Exchanges?"

Q. "Have you had any personal experience of Labour Exchanges?"

Q. "What is your opinion of the way the officials treat the public?"

Sincerely,

Peggy

(Mrs.) Margaret S. Carroll,
British Division.

enclosures.

FOR VICTORY
BUY
UNITED STATES
WAR
BONDS
AND
STAMPS

O.W.I

May 8, 1945.

Miss Marian Park Davis
Book and Magazine Bureau
Office of War Information
Washington, D. C.

My dear Miss Davis:

Thank you very much for your letter of May 4 telling of the interest of the editor of EVERYWOMAN'S MAGAZINE in the article "POSTWAR PROSPECTS FOR WOMEN WORKERS" by Miss Miller. We are, of course, very glad to have it used in that way and are deeply appreciative of your and Mrs. Herrick's efforts to place it. We received a letter from Miss Joan [illegible]anson of EVERYWOMAN'S expressing her interest in the article and her need to cut it for her magazine. We have replied giving her permission to use the material as she sees fit.

As to the experience with Mr. Angoff, it is just one of those things - the sooner forgotten the better. I know that you did everything possible to save the situation, and his vagarious action may have been due to the fact that he had seen articles in other magazines along more or less similar lines and so suddenly lost interest and made such sweepingly derogatory statements just to be clear of further negotiations.

Please know that I am very grateful for your interest and splendid cooperation. I hope the matter did not cause you undue inconvenience, and I'm sorry it had to bother you after your return from an illness. I do hope you are quite well again.

Yours sincerely,

Mary V. Robinson, Director
Information Division.

MVR/nb

OFFICE OF WAR INFORMATION
WASHINGTON

May 4, 1945

Miss Mary Robinson
Women's Bureau
Department of Labor
Washington 25, D. C.

Dear Miss Robinson:

Just a note to tell you that Mrs. Herrick has just returned from New York with word that your article on postwar jobs for women has been read with a great deal of interest by Miss Joan Ranson, editor of Everywoman's Magazine. She is going to communicate with you directly regarding the possibility of using it. In case you do not know Everywoman's well (I did not), its circulation is nearly half a million, although it is a rather small magazine as far as pages are concerned. I am sending along a copy, to give you an idea of what it is like.

To return for the moment to the letter which Mr. Angoff wrote you-- I must admit that I am completely at a loss to understand both his attitude toward the article and his utter lack of manners. There seems to be little else that I can say except to offer you my own personal apologies for the inconvience that has been caused you.

Most sincerely,

Marian Park Davis

Marian Park Davis
Book and Magazine Bureau

FOR VICTORY
BUY
UNITED STATES
WAR
BONDS
AND
STAMPS

O.W.I. Files
~~I took one~~
~~copy~~

OFFICE OF WAR INFORMATION
WASHINGTON

WOMEN'S BUREAU
APR 11 1945
DEPARTMENT OF LABOR

April 10, 1945

Miss Mary Robinson
Women's Bureau
Department of Labor
1316 Labor Building
Washington, D.C.

Dear Miss Robinson:

In response to the request of Mrs. Neiswanger of your office, I am sending you herewith two copies of the Office of War Information release in regard to Mrs. Louise Leonard Wright of Chicago.

Yours very sincerely,

Clara G. McMillan

Clara G. McMillen
Liaison Assistant
Information Liaison Division

Enclosures

FOR VICTORY
BUY
UNITED STATES
WAR
BONDS
AND
STAMPS

Files O.W.I

Mrs. Marian Davis (OWI) March 21, 1945

Mary V. Robinson

Attached is the material I promised to send you for the July issue of the MAGAZINE WAR GUIDE.

U. S. Department of Labor
WOMEN'S BUREAU
Washington

WOMEN'S WARTIME WAGES: The Women's Bureau of the United States Department of Labor points out that wage patterns for women today are exceedingly spotty. Available data show different levels — from the war to the civilian industries, from manufacturing to the service trades. Wage rates vary from one section of the country to another, or even from war industry to war industry in one area. Statements about women's high wages ordinarily refer to individual plants or even to individual cases. Substandard rates still exist in many instances.

Write to James V. FitzGerald
Director of Information
U. S. Department of Labor
Washington 25, D.C.

OW.I

WOMEN'S BUREAU
MAR 2 1945
DEPARTMENT OF LABOR

OFFICE OF WAR INFORMATION

WASHINGTON

3/27/45

To: Miss Frieda S. Miller

From: Valma Clark (Overseas Desk)

Enclosed is a copy of the statement on the Nazi practice of sacrificing German women and children--and again all my thanks for your cooperation.

U. S. DEPARTMENT OF LABOR

WOMEN'S BUREAU

To—		From—
	Miller ~~Anderson.~~	
	Nienburg.	
	Larrabee.	
	Benham.	
	Dern.	
	Erickson.	
	Hyde.	
	Manning.	
	Mettert.	
	Pidgeon.	
✓	~~Robinson.~~	
	Smith, F.	
	Spring.	
	Stitt.	
	Files.	

Re Attached Please—

Approve ____________
Comment ____________
Note ____________
Note and return ____________
Reply ____________
Draft of reply ____________
Signature ____________
Would like to discuss ____________
File ____________

Date ____________

Note:

GPO 16—24460

NY DESK MISS MILLER ON GERMAN WOMEN AND CHILDREN 3/27/45

(Implementer, for use to Germany and Austria.)

Miss Frieda S. Miller, Director of the Women's Bureau of the United States Department of Labor, said in Washington on Tuesday

that the recent induction by Hitler of German ten-year-olds into Nazi service with the Hitler youth must come as another sign to German people of the ruthlessness of Nazi leadership. She said:-

The Nazi annihilationists have reversed the familiar procedure for saving people from "women and children first" to "women and children last." In this final battle of the war, Nazi Party functionaries flee first--they allow civilian women and children to escape last, often when it is too late.

This is in strong contrast to the humanitarian creed and practice of the Allies. General Eisenhower gave German women and children of the Ruhr ample warning that they should escape from the danger zone.

Under the Nazis we know that Germany has already lost many of her fourteen-year-olds in the front lines. Fourteen-year-old boys are being thrown in as reinforcements on the eastern front. German prisoners tell us that 19 out of 20 youths in a group were killed in the first engagement without firing a shot--and that they were just children. This is no single isolated instance. From Pomerania and Silesia we have reports that mere boys are being mercilessly sacrificed by the Nazis. German children are being flung in to fill the gaps in German manpower of men killed, wounded and taken prisoner.

Germany will continue to pay with the blood of her children under the Nazi policy of sacrificing lives for this lost cause, so long as this war is prolonged.

To me, as to other American women, it is unthinkable that German mothers should continue to allow the Nazi madmen to pour out the blood of their children.

Sources: BN 62, 3/26/45

end wash desk (Clark)

Gen. 49

U. S. DEPARTMENT OF LABOR

ROUTING SLIP

DATE 3/12

To- Robinson

-From JHS

Referred for—

☐ Approval
☐ Comment
☐ Digest
☐ Discuss with me
☐ File
☐ Information
☐ Memo
☐ Previous correspondence
☐ Reply
☐ Report
☐ Return
☐ Signature

☐ Reply for signature of ______

Remarks: ______

OFFICE OF WAR INFORMATION
WASHINGTON

WOMEN'S BUREAU
FEB 1 [illegible] 1945
DEPARTMENT OF LABOR

2/14/45

To:Miss Frieda Miller, Director of Women's Bureau

From: Valma Clark (Overseas Desk)

Enclosed is a copy of the statement on German women which you may wish to have for your files. I appreciate very much the splendid suggestion you made, as well as your cooperation.

NY DESK MISS MILLER ON GERMAN WOMEN 2/13/45

(Implementer, for use to Germany and Austria.)

Miss Frieda Miller, Director of the Women's Bureau, United States Department of Labor, said Tuesday in Washington that the drafting of womanpower for the German war machine is strong evidence of the total exhaustion of German manpower. She said:-

Home Army Commander Himmler's decree making women and girls who are members of the Nazi Party liable for "auxiliary service" with the Volkssturm should warn German people of the extreme desperateness of Germany's manpower shortage.

Is this the opening wedge for the Nazi leaders to make German women cannon fodder for their lost war? We know that Volkssturm units are being ruthlessly sacrificed to cover the retreat of the German Army.

If Labor Front Leader Robert Ley speaks for the annihilationists, then the Nazi ideal is death for German women too. Ley, comparing the Germany of today to an old fortress in Teutonic times, recently said that mothers within the fortress lifted their children up so they should see their fathers fight and even see them die. When the men fell, the women filled their places in the fighting ranks.

It is indeed strong evidence of the total exhaustion of German manpower that the Nazis must now turn to womanpower to meet the German war machine's urgent needs.

Outnumbered on both the western and the eastern front--overwhelmingly so on the east--Nazi leaders realize that they cannot match men with the Allies. They must be regretting the millions of German lives which they have wasted so prodigally in the past. They have no reserves left to throw into the conflagration but German women.

~~Sources: BN 51, 2/12~~
~~European News Digest, February 11, 1945, G-12~~

~~END WASH DESK (Clark)~~

more

ADD ONE MISS MILLER ON GERMAN WOMEN

Nazi Germany's system of drafting women for death as a last resort is in striking contrast to the democratic practice, in the United States and England, of recognising the skill and potentiality of their women from the very start. Our women are voluntary partners with us in this war for freedom.

Sources: EN 51, 2/12/45
European News Digest, February 11, 1945, G-12

END WASH DESK (Clark)

OFFICE OF WAR INFORMATION
WASHINGTON

To: Miss Frieda Miller
Director of the Women's Bureau

From: Valma Clark (Overseas Desk)

Enclosed is a copy of the statement on the situation of German women which we are using on our overseas programs. We all deeply appreciate your cooperation.

WOMEN'S BUREAU
FEB 28 1945
DEPARTMENT OF LABOR

NY DESK MISS MILLER ON GERMAN WOMEN 2/22/45

(Implementer, for use to Germany and Austria)

Miss Frieda Miller, Director of the Women's Bureau of the United States Department of Labor, said in Washington on Thursday that the lot of women all over Germany will grow increasingly harder as this war continues. She said:-

The Nazi cut of twelve and one half percent in food rations sentences German housewives to still greater problems in the task of feeding their families. We learn that only recently demonstrations took place at the market in a western German city where women with empty shopping bags cursed the food shortage and the continuation of this lost war. In Berlin, even before the situation became as acute as it is today, groups of hungry civilians were demonstrating before district food offices, demanding bread and potatoes from emergency stockpiles. German housewives and mothers who are finding it hard now to secure nourishment for their families, will find it increasingly difficult as food shortages mount. This one eighth cut in their food allotments is but the beginning of further cuts.

The lot of women in general all over Germany will be increasingly miserable as growing manpower shortages force more and more of them to fill the gaps. Already women are building barricades in Berlin streets. In Pomerania, we learn that some sixty thousand women built anti-tank ditches. With women Nazi Party members now called up for auxilliary service in the Volkssturm, the trend is clear that women will be employed on ever heavier tasks. ~~and probably finally for active combat.~~

German women are asked by the Nazi annihilationists to collaborate in this suicide of a nation. By following the criminal Nazi leaders in this hopelessly lost war, German wives and mothers prolong and pile up the misery of their families and their country.

Sources: Survey of German Material, February 17, 1945
MRD 3, 2/21/45

END WASH DESK (Clark)

O.W.I

March 22, 1945

Miss Mary Izard
Office of War Information
Room 3548
Social Security Building
Washington 25, D.C.

Dear Miss Izard:

I have not been receiving the War Manpower Commission releases lately, and I am writing to ask that a check be made to see if I am on your mailing list for these. If not, I shall appreciate having my name restored to the list.

Sincerely yours,

Mary V. Robinson, Chief
Information Division

RVN/mh

O.W.I.

March 21, 1945

Mrs. Margaret S. Carroll,
British Division
Office of War Information
Washington 25, D. C.

Dear Mrs. Carroll:

The Research Division of the Women's Bureau is glad to have the copy of "Re-Allocation of Man-Power between Civilian Employments during any Interim Period between the Defeat of Germany and the Defeat of Japan" which you sent on March 17th. This Division tries to keep abreast of developments affecting women workers in Great Britain. It will find the publication useful for information and reference. Thank you very much for sending it to us.

Sincerely yours,

Frieda S. Miller, Director

JMH/ml

OFFICE OF WAR INFORMATION
WASHINGTON

WOMEN'S BUREAU
MAR 1[illegible] 1945
DEPARTMENT OF LABOR

March 17, 1945

Miss Frieda Miller
Chief, Women's Bureau
Department of Labor
Washington, D.C.

Dear Miss Miller:

I understand from your office that you have a copy of the enclosed publication presented by the British Ministry of Labour. Your office suggested that your Research Library would be interested in receiving a copy so I am sending this copy to you for the Library.

Sincerely,

Margaret S. Carroll

(Mrs.) Margaret S. Carroll,
British Division.

Enclosure.

FOR VICTORY
BUY
UNITED STATES
WAR
BONDS
AND
STAMPS

O.W.I.

March 16, 1945

Mr. Leo Wolfsohn
Labor Desk
Office of War Information
Room 3546
Washington 25, D.C.

Dear Mr. Wolfsohn:

Following our telephone conversation of yesterday concerning the enclosed release, I shall appreciate your cooperation in expediting its delivery to Mr. Fitzgerald so that we may be able to get it into the hands of our own mailing list for the use of the women correspondents for the release date.

If by chance you are not the person who handles this type of release, will you kindly pass on my request to the one who is?

Sincerely yours,

Mary V. Robinson, Chief
Information Division

MVR/mh

files
O.W.I.

OFFICE OF WAR INFORMATION
WASHINGTON

February 19, 1945

WOMEN'S BUREAU
FEB 21 1945
DEPARTMENT OF LABOR

Miss Anne Larrabee, Chief Clerk
Women's Bureau
Department of Labor
Washington, D. C.

Dear Miss Larrabee:

The American Red Cross has requested the assistance of the Office of War Information in arranging for the display of 1945 War Fund Drive posters throughout all government agencies. Enclosed are copies of several different posters being issued by the Red Cross to promote the forthcoming drive and which we are sending to you with the request that you please display them as prominently as possible throughout your agency.

We are all familiar with the great work which the Red Cross is doing both at home and on the fighting fronts and we know we were speaking for all government agencies when we assured that organization they could depend upon the complete cooperation of the Government in this effort. Since many agencies will be in a position to display more copies of these posters than those enclosed, the Red Cross is setting aside a supply to take care of all requests received for additional copies. Will you please notify all Bureaus and Divisions in your agency of this fact and inform them that these copies may be obtained through this office?

Your continued cooperation and assistance in bringing home the government's war messages and appeals to your employees are sincerely appreciated.

Very truly yours,

James J. Culhane

James J. Culhane
Traffic Manager
Bureau of Graphics

JJC:rmn
Encs.

FOR VICTORY
BUY
UNITED STATES
WAR
BONDS
AND
STAMPS

O.W.I.

files

January 25, 1945

Mrs. Genevieve Forbes Herrick
Office of War Information
Magazine Section
Room 3228 - Social Security Building
Washington 25, D.C.

Dear Geno:

Here is the address of Vera Connelly which I promised to send you: 405 East 54th Street, New York City. I hope you and she have an opportunity to get together as I believe you will find the contact of interest and value.

Thank you for all your assistance to the Women's Bureau -- and therefore to women workers.

Sincerely yours,

Mary V. Robinson, Chief
Information Division

MVR/mh

O.W.I.

25

January 6, 1945

Mrs. Genevieve Forbes Herrick
Assistant Chief
Book and Magazine Bureau
Office of War Information
Washington 25, D.C.

Dear Geno:

Thank you for your note of January 2nd calling my attention to the articles in WOMAN'S DAY and the WOMAN'S PRESS. I have the latter but will surely get a copy of the former.

I enjoyed our luncheon meeting the other day, and want to be the hostess next time.

I hope we may be of service to you whenever possible.

Sincerely yours,

Mary V. Robinson, Chief
Information Division

MH

Robinson

OFFICE OF WAR INFORMATION
WASHINGTON

January 2, 1945

WOMEN'S BUREAU
JAN 3 - 1945
DEPARTMENT OF LABOR

Miss Mary Robinson
Public Relations Director
Women's Bureau
U. S. Department of Labor
Washington 25, D. C.

Dear Miss Robinson:

May I call your attention, and that of Miss Miller, to two articles in which I think you may be interested?

1. Woman's Day, January issue, page 13 - "I Quit My Job."
2. Woman's Press, January, page 13 - "Women and Postwar Jobs."

I would like to see this soon

Very sincerely,

Gene
Genevieve Forbes Herrick
Assistant Chief
Book and Magazine Bureau

FOR VICTORY
BUY
UNITED STATES
WAR
BONDS
AND
STAMPS

O.W.I

25

January 6, 1945

Mrs. Genevieve Forbes Herrick
Assistant Chief
Book and Magazine Bureau
Office of War Information
Washington 25, D.C.

Dear Mrs. Herrick:

Thank you for your nice letter of January 1st about my article in GLAMOUR on "The Trend of Postwar Jobs for Women." I hope it will be of some help to girls seeking information on this subject.

Miss Robinson and I enjoyed our luncheon with you the other day, and you should have no fear that our Bureau will hesitate to call on you whenever we need your services.

Sincerely yours,

Frieda S. Miller, Director

MVR/mh

U. S. DEPARTMENT OF LABOR

WOMEN'S BUREAU

To—		From—
~~①~~	~~[illegible]~~	
	~~Anderson.~~	
	Nienburg.	
	Larrabee.	
	Benham.	
	Dern.	
	Erickson.	
	Hyde.	
	Manning.	
	Mettert.	
	Pidgeon.	
② ✓	Robinson.	
	Smith, F.	
	Spring.	
	Stitt.	
	Files.	

Re Attached Please—

Approve

Comment

Note

Note and return

Reply

Draft of reply

Signature

Would like to discuss

File

Date

Note:

Show [illegible]
& then me can
draft a
reply

GPO 16—24460

OFFICE OF WAR INFORMATION
WASHINGTON

January 1, 1945

WOMEN'S BUREAU
JAN 2 - 1945
DEPARTMENT OF LABOR

Miss Frieda Miller, Chief
Women's Bureau
U. S. Department of Labor
Washington 25, D. C.

Dear Miss Miller:

I have just noted with interest and satisfaction your nice piece on "The Trend of Postwar Jobs for Women" in the January issue of Glamour. I am sure it will have a wide and thoughtful readership. You may be interested to know that Glamour has greatly increased its circulation during the past year and is an important publication reaching the young business woman.

More personally, it was pleasant meeting you at luncheon the other day, and I hope you and I will see much of each other in 1945. If there is any way in which our Bureau may be of service to you, please call on me.

Very sincerely,

Genevieve Forbes Herrick

Genevieve Forbes Herrick
Assistant Chief
Book and Magazine Bureau

FOR VICTORY
BUY
UNITED STATES
WAR
BONDS
AND
STAMPS

OFFICE WORKERS STUDY
1942

Office Workers 1942

(Only 2 cities scheduled —
Kansas City, Mo.
St. Louis, Mo.)

Firm Schedules.

OFFICE WORKERS - KANSAS CITY, MO.
1942

Office Workers 1942
Kansas City Mo.
Firm Schedules

1

Women's Bureau
U. S. Department of Labor
Washington

Agent Elsie Wolfe
Date Nov. 5, 1942
City Kansas City, Mo.

WAR SHIFTS IN PERSONNEL REQUIREMENTS IN OFFICES AND STORES

1. Business Banking
2. Firm Name First National Bank 3. Address 14 West 10th St, Kansas City, Mo.
4. Persons interviewed and positions Mr. T. S. Burch, Comptroller & Officer of Co.
5. Persons employed:

	Scheduled date 10/24/40 Men	Total	Women	October 1942 10/31/42 Men	Total	Women
Office clerical, prof., adm.	136 137	(221)	84 85	122	(245)	123
Sales						
Maintenance						18 } not included in above.
Other						Officers 18 } not included in above.

6. Number men lost from October 1940 to October 1942:
For Armed Services 40 ✓ Other reasons 39 (over)

7. Number men expected to leave: Remainder of 1942 20 In 1943 Possibly 8 or 10 but these men are in 30 to 40 age group

8. Extent to which war has affected business operations since January 1942: Volume of business has increased 30% this year. The Defense Workers have contributed a large share to the increased deposits as well as general increase of wages and circulation of money.

9. Resultant effect on:

	Numbers Added	Dismissed	Occupations
Men Employees	0	0	
Women Employees	Nr.	0	Listers, Compt. Operators, Adding Machine & Gen. Clerical

About 25% of the women hired were for additions due to increased business. Three bank employees are working on War Bonds only.

10. Men's occupational vacancies since October 1940: (No detailed information available)

Vacancies			Rate of pay of job filled by					
			Advancement of employee in office		By outside employee			
					Experienced		Beginners	
Job No.	Occupations	Rate of pay	Men	Women	Men	Women	Men	Women

Practically all of the men's vacancies were in the Proof and Transit Dept. where the wages are low. Earlier in the year some young boys were hired for this dept. but no longer hiring men unless they are over 50. Co. tried girl messengers and according to Mr. Burch, they did satisfactory work but some of the officers did not like them so boys were again hired. Women are being trained now for teller replacement altho' in this bank majority of tellers are older men.

Training in office

11. Would firm be interested in experienced sales or office women displaced in ~~other~~ consumer goods industries? As yet, they have had no difficulty in securing young women. Mr. Burch said he believed that experienced sales women could be easily trained for some clerical work in banks, but unfortunately one of the Per. Mgr. is very

See over on age

12. Post-war outlook for business Difficult to make any Statement because of rapidly changing picture but Mr. Burch thinks the War Saving Bonds will ~~to~~ help tide people over the period of unemployment that may follow the War, providing some provision is made to check the cashing of bonds too

WB - 42-137

#6. Men who have left for other reasons than armed services –
28 took new positions (Defense plants principally)
8 left to go back to school
1 " " " on farm
2 "moved" from city

Total 39

#9 Wage increases – Wages increases have been much more frequent than in the past and all salary rates have been raised since 1940.

#11 – much opposed to hiring older women and it is his dept. that uses most of the new employees.

Age

This Co. has no regular Personnel dept. with one man at the head. Instead there are three Dept. heads responsible for hiring. Apparently Mr. Burch is the only one who has been willing to use older women up to present time. He realizes that the time is not far distant when older women must be used.

First National Bank ~~10th + Grand~~ 1.

Kansas City
~~J W Helm VP + Cashier~~
~~Mr W E. Park. Asst Cashier~~
14 W. 10th

Dept.	Firm's job Description	Code	No. 221 M. 137	F. 84	Rate of pay M. annual	F. annual	Changes Made
Country Collection	Stenog.	02	—	2	—	1-$840 1-1020	
"	Typist	03	-	2	—	1320	
Stenog.	Stenog.	02	-	8	—	1-1020 2-1200 1-1320 3-1380 1-1500	
Savings	Stenog.	02	—	3	—	2-960 1-1260	
Transit	"	02	—	2		1-900 1-1260	
Trust	"	02	—	11		1-900 1-1020 1-1080 2-1140 2-1200 1-1260 1-1320 1-1350 1-1440	
"	Typist	03	-	1	—	1-1380	
Kansas + Western	"	03	-	1	—	1-720	
Mail	"	03	-	4	—	2-1020 1-960 1-900	
Proof	"	03	—	2		1-960 1-840	
Return Item	"	03	-	1	—	1-1260	

No men on this page

First National Bank

Kansas City

Dept.	Firm's job description	Code	No. of M.	No. of F.	Rate of pay M.	F. annual	Changes Made
Auditing + Book-keeping	Accrual clerk	-5	—	1	—	$ 1-1440	
	Gen'l Utility Clk	94	—	1	—	1-1620	
	Auditor	06	3	—	$ 1-2040		No change
					1-2400		
	"	06			1-2940		
Trust	Bkkeeping Clk	93	—	1		1-900	
"	File Clk	15	—	1	—	1-1020	
"	Audit file Clk	15	—	1	—	1-1080	
"	" "	15	—	1	—	1-1560	
Bond	Teller	17	1	—	1-1920	—	No change
"	"	17	1	—	1-2340	—	" "
Credit	Ass't teller	94	1	—	1-1200	—	" "
Co. Collection	Teller	17	2	—	1-1860	—	" "
City "	"	17	4		1-1680	—	" "
				—	1-1320	—	
				—	1-1500	—	
				—	1-2160	—	
				—	1-2280	—	
Paying + Receiving	Teller	94	11	—	1-1620	—	No change
				—	1-1680	—	Tellers are practically
				—	2-1920	—	all older men who have
				—	2-1980	—	been with the Co. quite
				—	1-2040	—	a number of years.
				—	1-2100	—	
				—	1-2340	—	
				—	2-2700	—	

First National Bank Kansas City

Dept.	Firm's job Description	Code	No. of M.	No. of F.	Rate of Pay M. annual	Rate of Pay F. annual	Changes Made
Savings	Teller	94	5 ✓	—	1-7900	—	Left - ✓
		"		—	1-1140	—	No change
		"		—	1-1440	—	" "
		17		—	1-1500	—	" "
		17		—	1-1680	—	" "
Transit	"	94	2 ✓	—	1-1260	—	" "
		17		-	1-2160	—	" "
Trust	"	17	1 ✓	—	1-168	—	" "
		"	—	1	—	1-1260	
Discount	"	17	4 ✓	—	1-1980	—	No change
				—	1-2040	—	" "
				—	1-2100	—	" "
				—	1-2400	—	" "
Foreign Exchange	"	17	2 ✓	—	1-2400	—	No change
				—	1-2520	—	" "
" Misc.	Ass't Teller	94	1 ✓	—	1-1500	—	" "
Analysis	Compt. op.	12	—	8	—	2-900	
			—		—	2-1020	
			—		—	1-1080	
			—		—	1-1440	
			—		—	1-1500	
Printing	Mach. op. (multi + mimeograph)	11	2 ✓	—	1-1140	—	✓No change
				—	1-1500	—	Left - replaced by man at about same rate
Transit	Add. mach. op.	12	2 ✓	—	1-780		
	Mach. op.			—	1-1260		
Trust	Addressograph op.	10	—	1	—	1-1260	
"		10	1 ✓	—	1-1080		Same man — crippled

First National Bank

Kansas City

Dept.	Firm's job Description	Code	No. of M.	No. of F.	Rate of Pay M. annual	Rate of Pay F. annual	Changes Made
Audit	Mach. Bkkpr.	08	–	1	–	1-1500	
Bk-keeping	Mach. Bkkpr.	08	13✓	–	1-1260	—	
				–	2-1320	—	
				–	2-1440	—	Three or four ✓ of these men are gone – replaced by women in office – advancement from some other job. Probably rec'd a lower wage than man she replaced unless she had been with bank for some time
				–	3-1500	—	
				–	3-1560	—	
				–	2-1620	—	
			—	1	—	1-1800	
				–	1-1860		
City Bkkeeping	Mach. Bkkpr.	08	–	1	—	1-1080	
			2✓	–	1-1380	—	
				–	1-1500	—	
Country Bkkeeping	Mach. Bkkpr.	08	1✓	–	1-1080		Country Bkprs. will be transferred to City Bkpg. as there is little business in that dept.
			–	2	—	1-1200	
					—	1-1320	
Commercial	Mach. Bkkpr.	08	1✓	–	1-1620		
Trust	" "	08	–	3	—	1-1020	
					—	1-1140	
					—	1-1380	
Credit	Collector	16	1✓	–	1-780		Turnover on all of these likely. Boys still on some of these jobs but will be leaving soon.
City Collection	Billing Mach. Op.	09	1✓	–	1-900		
Country Bkkeeping	Debit & Credit	93	–	1	—	1-1200	
Proof	" "	93	1✓	–	1-1140		
Individual Bkkeeping	Statement Clk	93	–	2	—	1-1440	
						1-1570	
Savings	Credit investigator	61	–	1	—	1-1560	
Transit	File Clk	15	–	1	—	1-1080	
Collection	Coin mach. Oper.	30	1✓	–	1-720	—	

First National Bank

Kansas City

5.

Dept.	Firm's job description	Code	No. of M.	No. of F.	Rate of pay M annually	Rate of pay F annual	Changes Made
Mail	Mail clk	24	—	2	—	$1-1080	
						1-1140	
"	Outgoing mail	24	1 ✓	—	$1-1140	—	Same
Proof	" "	35	3 ✓	—	2-1020	—	
					1-1080	—	
Transit	" "	16	3 ✓	—	1-840	—	
					1-1020	—	
					1-1260	—	
Collection	Lister	35	1 ✓	—	1-900	—	
Mail	"	35	—	1	—	1-1200	
Kansas & western	"	35	—	1	—	1-1200	
Proof	Lister or Sorter & lister	35	21 ✓	—	1-720	—	
					3-780	—	
					1-840	—	
					2-900	—	
					6-960	—	
					2-1020	—	
					2-1080	—	
					3-1140	—	
					1-1320	—	
	Sorter & lister	35	—	5	—	1-1080	
						2-1140	
						1-1260	
						1-1440	
Transit	Lister	35	3 ✓	—	1-720	—	
					1-960	—	
					1-1080	—	

Transit & Proof Depts. lost most of the young men to the Armed Services. Girls have replaced them. Rates of pay have increased. Min. rate is much higher but no definite amount reported.

22 boys sorters & listers in transit dept.
20 vacancies filled by women

?

First National Bank

Kansas City

Dept.	Firm's job description	Code	No. of M.	No. of F.	Rate of pay M. annual	Rate of pay F. annual	Changes Made
Transit	Lister	35	—	4	—	2@780 1-840 1-900	
Trust	" - steno.	02	—	1	—	1-1080	
Cage	Office boy	16	1✓	—	1-960	—	
City collection	" ~~or~~ messenger	16	8✓	—	7-720 1-1080	— —	Girl messengers tried but some of the officers were "prejudiced" against girls so boys were hired & still have male messengers
Officers	Office boy	16	1✓	—	1-720	—	
Transit	" or messenger	16	2✓	—	2-720	—	
Trust	Office boy	16	3✓	—	1-660 1-700 1-900	— — —	
Bk keeping	Payroll clk	23	—	1	—	1-1320	
Misc.	PBX op.	14	—	3	—	1-1080 1-1200 1-1680	
"	General Utility	18	5✓	—	1-1260 1-1500 1-1620 1-2040 1-2160		About same number & same men as they are middle aged
Collateral	Clk	-2	1✓	—	1-2040		No change
Security	Sec. Clk	-2	1✓	—	1-1500		" "
Trust	Corporate trust Clk	-2	1✓	—	1-2400		No. "
"	Tax clerk	76	1✓	—	1-1080		Left- replaced by a woman

First National Bank

Kansas City

Dept.	Firm's job description	Code	No. of M.	No. of F.	Rate of Pay M. annual	Rate of Pay F. annual	Changes Made
Trust	Security Clk	-2	–	1	—	1 $1320	
		-2	3✓	–	$ 1-1680	—	No change
					1-2700	—	" "
					1-2820	—	" "
	General Clk	18	1✓	–	1-1080	–	Replaced by woman
	Real estate clerk	20	2✓	–	1-1800	—	No change
					1-2700	—	"
~~Accrual~~							
Accrual	In charge	19	1✓	—	1-2400		No change
Bkkeeping	Head Bk kpr	19	1✓	—	1-2280		"
Credit	Credit mgr	20	1✓	–	1-1860		"
Proof	In charge of listing	19	1✓	–	1-1740		" "
Savings	In charge	00	1✓	–	1-3300		"
Transit	Ass't to Mgr. of Dept.	19	1✓	–	1-1920		" "
	In charge	19	1✓	–	1-2940		"
Trust	In charge	19	1✓	–	1-2820		"
	~~Bond cashier~~						
	New business	00	1✓	–	1-4600		"
	Bond cashier	00	1✓	–	1-5000		"
Total	From Summary:	221	137	84			

no Train

Women's Bureau
U. S. Department of Labor
Washington

Agent Elsie Wolfe
Date Nov. 6, 1942
City Kansas City, Mo.

2

WAR SHIFTS IN PERSONNEL REQUIREMENTS IN OFFICES AND STORES

1. Business Banking

2. Firm Name City National Bank x Trust Co. 3. Address 1801 Grand St., K.C.

4. Persons interviewed and positions Mr. E. F. Lyle, Comptroller

5. Persons employed:

	Scheduled date 10/5/40 Men	Total	Women	October 1942 10/31/42 Men	Total	Women
Office clerical, prof., adm.	57 ✓	80	23	50	120	70
Sales						
Maintenance					0	
Other						

6. Number men lost from October 1940 to October 1942:
For Armed Services 24 Other reasons 13 men since Jan. '42 about 20 to 25 - few men lost prior to '42

7. Number men expected to leave: Remainder of 1942 10 In 1943 19 a certainty 25 - probably
Only 6 men in Co. over 45 years old; 18 young married men with children

8. Extent to which war has affected business operations since January 1942:
Largest increase in business was in 1941 (15 to 20%) but since Jan. '42 there has been a 10% increase

9. Resultant effect on:

	Numbers Added	Dismissed	Occupations
Men Employees	0	0	
Women Employees	15		Compt. Oper., Typists, Bkpg. clerks, Sorters, [illegible]

Mr. Lyle said it requires 15 more employees to carry on business partly because the type of employee available is less efficient.

10. Men's occupational vacancies since October 1940:

Vacancies			Rate of pay of job filled by					
			Advancement of employee in office		By outside employee			
					Experienced		Beginners	
Job No.	Occupations	Rate of pay	Men	Women	Men	Women	Men	Women

(See separate sheets on changes since 1940) Turnover was 30% in 1941 and 50% in 1942. Total terminations for 1942 - 58 of which 30 were men. All men's vacancies have been filled by women except for heavy work such as mail clerk (lifting heavy bags). Co. is using girl messengers and now have ~~two~~ women tellers. There are also 2 women Supervisors.
Mr. Lyle says there is a great shortage of Comptometer Operators.

11. Would firm be interested in experienced, Sales or Office women displaced in other ~~goods~~ Consumer industries? Yes, two or three sales girls have been hired and Co. would be glad to hire displaced office workers. The sales girls hired were given an aptitude test and have worked out very well. This Bank has 6 former school (over)

12. Post-war outlook for business Return to normal business operations would require about 15 less employees than at present unless business continues to grow. This seems to be a thriving concern and may develop further. No definite plans for Post War

WB - 42-137

#9 (cont.) Wages have increased $\$20^{00}$ to $\$25^{00}$ per month for clerical workers under $\$125^{00}$ per mo. The min. rate paid is now $\$75^{00}$ plus the $8\frac{1}{3}$ o/o bonus that all employees now receive. Rate of pay is on an hourly basis and practically all receive O.T. pay every week because they work on a 42 hr. week schedule. Salaries in this bank evidently are higher than the average
2 full time workers are ~~kept~~ busy with War Bond records & accts.

#11 (cont.)
teachers who are very good. These girls are rural school teachers who left their profession for various reasons. They have advanced rapidly and are making much more money than they did teaching.

Age Thus far, it has not been necessary to hire older women. One woman 36 yrs. old was hired last week but she had experience in another bank.

Co. secures their employees principally thru newspaper ads. They expect to experience much more difficulty in recruiting women after Pratt and Whitney plant opens. Mr. Lyle said the whole picture would be changed in 6 mos. If a labor shortage of Clerical workers becomes critical, he believes firms such as Hall Mark Greeting Cards should be closed as they have hundreds of office workers.

Paid on Monthly basis

City National Bank - Kansas City, Mo.
18th and Grand - E.F. Lyle - Comptroller
1-80

DEPT.	FIRM'S JOB DESCRIPTION	CODE	NUMBER M	NUMBER F	RATE OF PAY M	RATE OF PAY F	CHANGES MADE
			√7	23			
ANALYSIS	Calculator Operator	12		1		1-80.00	
	Manager Anal. + Purchasing Agent	19	1✓		1-175.00		going to army next week. girl in office will take over the analysis part of his job - 90.00 per mo. and purchasing will be divided between 2 men employee
AUDITING	Steno-clerk	02		1		1-110.00	
	Head Bookkeeper	07	✓1		1-160.00		Leaving for Armed Services in 60 days. Man teller will replace him.
	Auditing Clerk	45	2✓		✓1-100.00		No change
					✓1-110.00		✓ Replaced by a women @ 124.00 ✓ He was receiving 165.00
				1		1-95.00	
	Senior Auditor	06	✓1		1-165.00		No change
BOND	Stenographer	02		2		1-95.00 1-125.00	
	Teller	17	✓1		1-200.00		No change
BOOKKEEPING	Machine Bookkeeper	08	11		1-70.00 3-80.00 1-85.00 2-95.00 2-100.00 2-125.00		✓ These men are all gone - replaced by women except two that work on heavy books. Women are receiving 85.00 to 90.00 plus bonus which amounts to 5.00 or 6.00 per mo. After 3 mos. they will be increased to 100 - 108.00 per mo. Inexperienced women from outside - mostly young girls.
	Ass't Manager Hand Bkpg	07	✓1		1-130.00		Turnover 4 times - now replaced by an experienced woman from another bank - Starting wage 124.00 for her.
	Manager-Bkkpg Dept	19		1		1-175.00	
CITY BANKING	Stenographer	02		1		1-90.00	
	Steno-clerk	02		1		1-115.00	
COLLATERAL	Teller	17	✓1		1-175.00		Still here but will be in army soon. Will be replaced by a woman.
COLLECTION	Teller-Typist	17	✓1		1-135.00		Man still in job
	Teller	17	1✓		1-140.00		" " "
	Manager & Head Coll. Teller	17	1		1-155.00		" " "
	Coll. Messenger	16	✓1		1-55.00		Messengers are now girls. Mini. rate 75.00 per mo.
	Head Messenger	16✓	✓1		1-70.00		Left today for marines - No replacement yet. "Should be a man"
CORRESPONDENT BANKING	Steno-clerk	02		2		1-100.00 1-115.00	

City National Bank - Kansas City - Mo.

DEPT.	FIRM'S JOB DESCRIPTION	CODE	NUMBER M	NUMBER F	RATE OF PAY M.	RATE OF PAY F.	CHANGES MADE
CREDIT	Dictating Machine Opr.	04		1		1-110^{00}	
DISCOUNT	Stenographer	02		1		1-90^{00}	
	Note Teller	17	1 ✓		1-175^{00}		No change - May have been a
	Machine Bookkeeping Opr.	08	1 ✓		1-125^{00}		" turnover but a man is
	Instalment Loan Collector	20	1 ✓		1-160^{00}		" still on the job.
	Exchange Teller	17	1 ✓		1-150^{00}		"
INSTALMENT LOAN DEPT	Teller	17	1 ✓		1-130^{00}		"
INSTALMENT NOTES	Teller	17	1 ✓		1-165^{00}		"
LOAN	Steno-clerk	02		1		1-100^{00}	
PAYING + RECEIVING	Teller	17	6 ✓		1-130^{00}		No change - all men
					2-135^{00}		"
					3-145^{00}		"
	Ass't Head Teller	17	1 ✓		1-165^{00}		Same man
	Head Teller + Cashkeeper	19	1 ✓		1-175^{00}		going to army soon I don't know who will replace him.
	Utility Teller	17	2 ✓		2-150^{00}		Men still on this job.
SAFEKEEPING	Vault Custodian	20	1 ✓		1-159^{00}		No change
SAVINGS	Teller	17		1		1-115^{00}	
			1 ✓		1-125^{00}		Replaced by a girl @ $91^{00} per mo. advancement in office
	Manager - Head Teller	19	1 ✓		1-200^{00}		Same
	Machine Bookkeeper	08	1 ✓		1-95^{00}		Woman has job at about same rate
TRUST	Stenographer	02		1		1-90^{00}	
TRANSIT	Calculating Mch. Opr. + Sorter-Lister	12		4		4-75^{00}	
	Sorter-Lister	35	7 ✓		3-60^{00}		Turnover has been very high among sorters + listers Now replaced by girls receiving at least a min. of 75^{00} - inexperienced young girls from outside
					2-70^{00}		
					1-80^{00}		
					1-90^{00}		
	Sorter	35	1 ✓		1-105^{00}		
	Night Transit Clerk	35	1 ✓		1-108^{00}		Man still on job.
	Ass't Mgr. + Transit Clerk	19	1 ✓		1-130^{00}		Replaced by a woman - 2 girl supervisor Nr. rate of pay

City National Bank - Kansas City - Mo.

DEPT.	FIRM'S JOB DESCRIPTION	CODE	NUMBER M	NUMBER F	RATE OF PAY M	RATE OF PAY F	CHANGES MADE
TRANSIT	MANAGER	19	1✓		$1-155^{00}$		No change
TRUST	Bookkeeper - M.O. + Specialized Work	08	1✓		$1-110^{00}$		Replaced by woman. Rate no.
	Senior Clerk	-2	1✓		$1-140^{00}$		No change
—	Telephone Operator	14		1		$1-130^{00}$	
—	Ass't. Telephone Op. + Typist	03		1		$1-95^{00}$	
—	File Clerk	5		2		$1-85^{00}$ $1-90^{00}$	

no trace

3

Women's Bureau
U. S. Department of Labor
Washington

Agent Elsie Wolfe
Date Nov. 6, 1942
City Kansas City, Mo

WAR SHIFTS IN PERSONNEL REQUIREMENTS IN OFFICES AND STORES

1. Business Banking -

2. Firm Name Union National Bank 3. Address 9th x Walnut, K.C.

4. Persons interviewed and positions Mr. E. J. McCreary, Cashier x Per. Mgr.

5. Persons employed:

	Scheduled date 11/2/40. Men	Total	Women	October 1942. 10/31/42 Men	Total	Women
Office clerical, prof., adm.	56	98	42	46	(107)	61
Sales						
Maintenance				4 Guards } not included above		
Other				16 Officers } not included above		

6. Number men lost from October 1940 to October 1942:
For Armed Services 7 Other reasons 20

7. Number men expected to leave: Remainder of 1942 19 in age group 18 & 19 years. In 1943 Could not answer

8. Extent to which war has affected business operations since January 1942: Volume of business has increased but earnings have decreased

9. Resultant effect on:

	Numbers Added	Numbers Dismissed	Occupations
Men Employees	0	0	
Women Employees	No.	0	

Few women have been added because of increased business. Vacations were cut and more O.T. put in because of #8
3 employees working on War Bonds

10. Men's occupational vacancies since October 1940:
Detailed information not available

Vacancies Job No.	Vacancies Occupations	Vacancies Rate of pay	Rate of pay of job filled by Advancement of employee in office Men	Advancement of employee in office Women	By outside employee Experienced Men	Experienced Women	Beginners Men	Beginners Women

No men are being hired except as guards and they are older men. Every bookkeeper in the bank is a woman. Co. has always had about 50% women bkprs. but at present 100% women. Mr. McCreary says he prefers women bkprs. and probably will never have men again.
There are 6 women tellers and all messengers are girls.

11. Would firm be interested in experienced, Sales x office women displaced in ~~other~~ Consumer goods industries? Yes, Mr. McCreary believes that will be the only source of labor supply available to banks. This Co. has always preferred mature women to 18 year olds and have quite a number of

12. Post-war outlook for business
No statement possible

Terminations and Wages

Mr. McCreary is very bitter over the loss of many of his employees to Defense Industries. He believes banks are just as necessary as War plants and that workers should stay with them regardless of wage differential. He stated that none of his employees who left for War Plants would ever be hired again.

Wages in this bank are evidently lower than in some others as he stated that 32½ cents per hr. was the starting rate for messengers etc. and that 125^{00} was the ceiling allowed on his bookkeepers. Mr. McCreary complained about the freezing of wages, saying that they would not be able to get any help if they couldn't raise their rates.

#11 (cont.)

older women who have been with the bank a long time. Not many women over 40 years have been hired as yet - mostly married women between 25 and 40 years.

According to Mr. Mc -, great difficulty has already been experienced in recruiting women. This is probably due to lower wage rates. Comptometer operators are much in demand and none available.

He believes housewives who have had previous clerical experience, even tho' they have not worked for years, will have to be utilized if enough workers are to be secured, and that Gov't agencies duplicating work should be abolished and office employees used in private industry.

Union National Bank - Kansas City

9th and Walnut

Mr. G. R. Hicks, Pres.
Mr. E. J. McCreary, Cashier
M. W. Walton - Auditor

T. 98

Dep't.	Firm's Job Description	Code	Number M.	Number F.	Rate of Pay M.	Rate of Pay F.	hrly rate
			56	42		wkly	
Addresograph	addressograph opr.	10	-	1	-	1-$18.06	.43
Analysis	Clerk (compt opr.)	12	-	1	-	1-$15.75	.37½
	Credit Analyst	73	1	-	1-$36.96	-	.88
Auditing	Stenographer	02	-	1	-	1-$26.46	.63
	Audit clerk	45	2	-	1-$34.44	-	.82
					1-$39.06	-	.93
	Machine Bookkeeper	08	1✓	-	1-$31.50	-	.75
Banking	Stenographer	02	-	4	-	4-$27.72	.66
	Teller	17	5		2-$38.22		.91
					2-$41.16		.98
					1-$45.78		1.09
				1		1-$35.28	.84
	Machine Bookkeeper	08	3✓		1-$25.20		.60
					1-$26.04		.62
					1-$26.46		.63
				2		2-$28.56	.68
	Inside messenger	16	-	1	-	1-$13.44	.32
	Statement clerk	93	-	1	-	1-$19.32	.46
Bookkeeping	Machine Bookkeeper	08	2✓		2-$28.56		.68
				1		1-$26.46	.63
	Manager	19	1	-	1-$34.02	-	.81
Chief clerk	Chief clerk	19	1	-	1-$48.30	-	1.15
	general clerk	18	4	-	1-$30.24	-	.72
					2-$37.38	-	.89
					1-$39.90	-	.95
Clearinghouse	Clearing clerk	38	1	-	1-$34.02	-	.81
Collection	Teller	17	3	-	1-$30.24		.72
					1-$36.96		.88
					1-$37.38		.89

No information available except general statements under #10.

Individual record cards showed hrly rate.

Union National Bank - Kansas City

Dep't.	Firm's Job Description	Code	Number M.	Number F.	Rate of Pay M.	Rate of Pay F.	hrly
Collection cont	Outside messenger	16	2	-	1-$13.44	-	.32
					1-$14.70	-	.35
Credit	Stenographer	02	-	1	-	1-$23.10	55
	Clerk (loan reviewer)	61	1	-	1-$28.98	-	.69
	Clerk	20	1	-	1-$42.42	-	1.01
Discount	Teller	17	2	-	1-$24.36	-	.58
					1-$38.64	-	.92
				1	-	1-$28.98	.69
	Machine Bookkeeper	08	-	1	-	1-$28.98	.69
Exchange	Teller	17	1		1-$35.28		.84
				1	-	1-$28.98	.69
Mail	Mail Clerk	24	1	-	1-$27.72	-	.66
	Outside Messenger	16	1	-	1-$13.44	-	.32
New Business	Stenographer	02	-	1	-	1-$26.46	63
Officers	Secretary	01	-	1		*monthly $160.00	
	Stenographer	02	-	1	-	1-$19.32	46
Paying and Receiving	Teller	17	1	-	1-$36.54		.87
Personal Loans	Stenographer	02	-	1	-	1-$21.84	52
	Clerk	61	1	-	monthly 1-$160	-	
Printing	Printer	11	1	-	1-$26.46	-	63
Savings	Teller	17	2	-	1-$36.54		.87
					1-$38.64		.92
				1		1-$24.36	.58
Securities	Audit clerk	45	1	-	1-$31.50		.75
	Teller	17	1	-	1-$43.68		1.04
Telephone	Telephone Operator	14	-	1	-	1-$25.62	.61
Transit	Clerk	35	12		2-$13.44		.32
					2-$14.70		.35
					1-$16.80		.40

Union National Bank - Kansas City

Dept.	Firm's Job Description	Code	Number M.	Number F.	Rate of Pay M.	Rate of Pay F.	
Transit	Clerk	35			1-$18.06		.43
					1-$19.32		.46
					1-$22.26		.53
					1-$23.10		.55
					1-$24.36		.58
					2-$30.24		.72
				9		1-$14.70	.35
						1-$15.75	37½
						2-$16.80	40
						1-$18.06	.43
						2-$19.32	.46
						1-$23.10	.55
						1-$25.62	.61
	Manager	20	1	-	*monthly 1-$170.00		
Trust.	Stenographer	02	-	4	-	1-$19.32	.46
						1-$23.10	.55
						1-$24.36	.58
						1-$30.24	.72
	Teller	17	-	1✓	-	1-$20.59	49
	Addressograph Operator	10	-	1	-	1-$18.06	43
	Machine Bookkeeper	08	-	2	-	1-$19.32	46
						1-$25.62	.61
	Clerk	-2	2	-	1-$44.94		1.07
					1-$48.30		1.15
		19✓	1	-	*monthly 1-$200~~00~~		
		62	-	1	-	1-$25.62	.61
	Custodian	1-	1	-	1-$48.30		1.15

6 book-keepers
1- Teller
3- Messengers
10

4

Women's Bureau
U. S. Department of Labor
Washington

Agent Elsie Wolfe
Date Nov. 9, 1942
City Kansas City, Mo

WAR SHIFTS IN PERSONNEL REQUIREMENTS IN OFFICES AND STORES

1. Business Banking

2. Firm Name Commerce Trust Co. 3. Address 922 Walnut St.

4. Persons interviewed and positions Mr. J. Burl Morse, Ass't Cashier & Per. Mgr.

5. Persons employed:

	Scheduled date 10/27/40			October 1942		
	Men	Total	Women	Men	Total	Women
Office clerical, prof., adm.	217	343	126	149	399	250
Sales						
Maintenance				Not included above		
Other				"	"	"

6. Number men lost from October 1940 to October 1942: (over)
For Armed Services 73 or 74 Other reasons About 115
70 have gone to Armed Services since Dec. '41, few before then

7. Number men expected to leave: Remainder of 1942 18 to 20 In 1943 There are 40 married men without children in draft age (over)
12 to 15 boys in 18 to 19 age group.

8. Extent to which war has affected business operations since January 1942:
Business has increased

9. Resultant effect on:

	Numbers Added	Numbers Dismissed	Occupations
Men Employees	0	0	General Clerical
Women Employees	Some - Nr. number	0	Sorters, listers, Machine Oper.

Majority of women hired were for replacement rather than because of increased business.

10. Men's occupational vacancies since October 1940: (See attached sheets)

Job No.	Vacancies: Occupations	Vacancies: Rate of pay	Rate of pay of job filled by: Advancement of employee in office: Men	Advancement of employee in office: Women	By outside employee: Experienced: Men	Experienced: Women	Beginners: Men	Beginners: Women

Messengers have been replaced by girls
Collectors inside & outside are women
(over) Sorters and listers are principally women at present and in a short time only Mgr. & Ass't will be men.
Teller - Always had women tellers in Savings Depts.
One former teller being trained to replace [illegible]. Many tellers ~~are~~ in draft age
Bookkeepers are being replaced by women and men bkprs will move up to teller's job.

11. Would firm be interested in experienced women displaced in other goods industries? As yet, this bank has had little difficulty in securing women, but they now hire type of woman that probably would not have been (over)

12. Post-war outlook for business Mr. Morse is optomistic about the Post War period. He believes an Industrial Boom will follow war.
He thinks too many people are redeeming bonds and that some restriction should be placed on holders in order to protect them later.

WB - 42-137

#6 - The total number of terminations for 1941 was 165 of which approx. 65% were men who left for other jobs. The terminations from Jan. '42 to present date equal 224. Percentage of men lost in 1942 is now 35% showing that more women are now going to defense plants than men.

- -

#7. Co. expects to lose 50% of remaining number of men.

- -

#10 - Wages.

Co. has a policy of equal pay for women replacing men, providing they fill the job he vacated without assistance from another person. Co. believes in upgrading ✓ employees therefore newly hired worker usually starts at bottom - sorting, listing, messenger etc.

The woman replacing a man does not often rec. the same salary at time of advancement - but will be raised after learning job. This is also true of men. Example - Male bookkeepers will replace tellers called to Service but may not rec. same salary until more experienced on that job.

Frequency of Wage increases

Wages have increased since 1940 - Min. rate has been raised and pay increases are much more frequent than a year or two ago.

- -

(cont.)

#11 - employed a year ago. Formerly personal appearance was an important factor. To day that is not given much consideration. Intelligence Tests are given and selection made primarily on that basis. Mr. Morse does not think experience is as important as the woman's intelligence because a training course is given. ‖ They train all kinds of machine operators and for this reason are not suffering as much from the shortage of Comptometer operators. Some given 1 months training ‖

Training in office

Mr. Morse believes that many of the displaced Sales & office women can be used but that the Sales experience will be of little value. If an inexperienced housewife has intelligence she can be trained just as easily. Some women at 50 are young and others old at 35 so it all depends on the individual.

ag

Commerce Trust Co.

922 Walnut 1.
Kansas City
J. Burl Morse – Ass't Cashier + Personnel Div.

Dept.	Firm's job description	Code	No. of 343 M. 217	F. 126	Rate of Pay M. per month	F.	Changes Made 3
Addressograph + Multigraph	Addressog. op.	10	2 ✓	—	1-60 2-80	Replaced by women	At present there are 2 boys in this dept. but they will be drafted soon & entire dept. will be women
	Multigraph op.	11	2 ✓	—	1-65 1-95		
	Dept. Head	19	1	—	1-130		
Bond	Stenog.	02	—	3		1-85 1-90 1-110	
	Sec'y	01	—	1	—	1-125	
	Transit Bkkpg clk	94	1 ✓	—	1-70		Replaced by woman
	Bond teller	-2	1	—	1-95		This man is to be transferred to Bond Cashier – replaced by a woman
	Messenger	16	1 ✓	—	1-54^{60}		
	Shipping clk	42	1	—	1-60		All messengers are women
	Ass't to bond custodian	-2	—	1	—	1-80	
	Bond custodian	-2	—	1	—	1-150	
	Bond cashier	17	1 ✓	—	1-175		Goes to army next month.
Building	Bldg. supply clk	41	1 ✓	—	1-110		No change yet – will probably go
	Ass't to Bldg. mgr.	18	1 ✓	—	1-130		" " " " " "
Central Files	File clk, typist	15	—	1	—	1-80	
Gen'l Files	File clk	15	—	1	—	1-90	
Chief clerk	Gen'l utility clk	18	1 ✓	—	1-100		No change
	Ass't chief clk	20	1 ✓	—	1-170		" "
City Collection	Typist-clerk	03	—	2	—	2-70	
	Outside collector	16	3 ✓	—	3-60		7 Woman replaced
	Collector clerk	60	1 ✓	—	1-65		" "
	Proof clerk	94	1 ✓	—	1-75		" "
	Collection messenger	16	2 ✓	—	1-54^{60} 1-60		" "
	Collection teller	17	3	—	1-95 1-120 1-135		Not yet gone but probably will use women

Commerce Trust Co. Kansas City

Dept.	Firm's job description	Code	No. of M.	No. of F.	Rate of Pay M. per month	Rate of Pay F. per month	Changes Made
Auditing	Auditing clk	45	—	1	—	$1-115^{00}$	
	Sec'y to Compt.	01	—	1	—	1-125	
	Auditing clk	45	2✓		1-150		No change
					1-155		" "
	Auditor	06	2✓	—	1-175		Change probable
					1-180		No change
	Tax expert	20	1✓		1-200		" "
	Auditor ass't mgr	06	1✓		1-260		" "
Bookkeeping	Typist	03	—	1	—	1-90	③
	Messenger	16	1✓	—	$1-54^{60}$		Girl replaced
	Blotter clk	94	1✓	—	$1-65^{00}$		" "
	Statement clk	18	1✓	—	1-80		" "
	File clk	15	—	1	—	1-100	
	Bkkpg. mach. op.	08	19✓	—	1-105 3-115 2-120 4-125 5-130 3-135 1-140		⑩ At present 50% (Bkpg. mach. Oper.) are women and in a short time all will be women except Dept. Head & Ass't.
	Ass't mgr.	19	1✓	—	1-190		No change
	Head of dept.	19	1✓	—	$1-233^{32}$		" "
Analysis & Interest	Analysis clk	72	—	2	—	1-80 1-85	
	Calculating m.o.	12	—	1	—	1-85	
	Ass't dept. head	72	2✓	—	1-144		No change
	Analysis clk				1-150		
	Dept. Head	19	1✓	—	$1-208^{32}$		No change

Commerce Trust Co.

Kansas City

Dept.	Firm's job description	Code	No. of M.	No. of F.	Rate of Pay M. per month	Rate of Pay F. per month	Changes Made
City Collection (Cont.)	Dept. Head	19	1✓	—	1-160		Same
Country Collection	Typist	03	—	1	——	1-65	④
	Typist-collec. clk	03	4✓		1-70		Replaced by women
	"				1-75		"
					1-80		"
					1-85		"
	Posting clerk	94	1✓		1-90		" ✓
	Typist-file clk	15	—	1	——	1-90	
	Collection clk	60	—	1	——	1-100	
	Typist " "	03	1✓	—	1-110		
	Exchange clk	18	1✓	—	1-115		
	Dept. Head	19	1✓	—	1-175		Same
	Bkkpg-M. O.	08	1✓	—	1-135		About to go to army—to be replaced by woman
	Head Bkkpr	19	1✓	—	1-160		Same.
Coupon	Coupon clk	-2	—	2	——	1-75	
				—	——	1-100	
	Coupon teller	17	—	1	——	1-135	
Credit	Stenog.	02	—	1	——	1-90	
	Sec'y	01	—	1	——	1-108	①
	File clerk	15	1✓	—	1-90		Replaced by woman
			—	1	——	1-65	
	Ass't mgr.	20	1✓	—	1-200		Now mgr.
Discount	Stenog	02	—	1	——	1-80	
	Sec'y	01	—	1	——	1-105	
	Calculating m.o.	12	—	1	——	1-95	
	" "	12	—	1	——	1-100	
	Bkkpg m. op.	17	1✓	—	1-150		① Girl replaced man
	Collateral clk	-2	1✓	—	1-150		No change
	Discount clk	17	1✓	—	1-155		" "

Commerce Trust Co.

Kansas City

Dep't.	Firm's job description	Code	No. of M.	No. of F.	Rate of Pay M.	Rate of Pay F.	Changes Made
Discount (cont.)	Discount teller	17	2✓	—	1-140	——	No change yet but in draft age
					1-165		" "
	Ass't mgr.	19	1✓	—	1-190		" "
	Head, collateral div.	19	1✓	—	1-190		" "
Domestic exchange	Typist	03	—	1	——	1-90	
	Ass't dom. ex. clk	62	1✓	–	1-150	—	No change
	Domes. ex. clk	62	1✓	–	1-160	—	" "
Foreign exchange	Typist-clk	03	–	1	——	1-65	
	Dep't. Head	19	1✓	—	1-175	——	" "
General administration & personnel	Stenog.	02	—		——	1-100	
	Sec'y	01	—	4	——	2-100	
			–			2-110	
	Personnel clk & head steno	19	–	1	——	1-115	
	Sec'y	01	—	9	—	9-125	
	Legal sec'y	01	–	1	——	1-135	
	Sec'y to Pres.	01	—	1	——	1-150	
	Teletype oper.	03	—	1	——	1-110	
	Stenog.	02	—	5	——	1-60	
						1-65	
						2-75	
						1-85	
	"	02	1✓	—	1-70		① Replaced by a girl
	Bkkpr-hand	07	3✓	—	1-145		① " " " "
					1-195		No change
					1-200		" "
	Messenger	16	1✓	—	$1\text{-}54^{60}$		① Girl
	Gen'l utility clerk	18	~~–~~	1	~~——~~	1-100	
			1✓	—	1-100		① Girl

Commerce Trust Co.

Kansas City

Dept.	Firm's job description	Code	No. of		Rate of Pay		Changes Made
			M.	F.	M. per month	F.	
General administration + personnel	General utility clerk (cont.)	18	5✓	—	1-105 1-110 1-135 1-150 1-155		No change yet – boys still on the job
	Gen'l Bkkpr	07	1✓	—	1-155		No change
	Customers' contact man	20	1✓	—	1-175		" "
Mail cage	Messenger	16	9✓	—	9-54^{60}		⑨ Girl ✓
	Head mess.	16	1✓	—	1-60^{00}		Turnover but still a man
Outgoing Mail	Supervisor	19	1✓	—	1-125^{00}		" " " " "
Messenger	Messenger	16	4✓	—	4-54^{60}		④ girl
Personal Loan	Record clerk	3-	1✓	—	1-100		① "
	Pers. Loan teller	17	—	1	—	1-105	
	Ass't to mgr. of dept.	22	1✓	—	1-135		No change yet
	Ass't Loan Mgr.	22	1✓	—	1-145		"
Payroll cage	Ass't payroll teller	17	1✓	—	1-150		"
	Payroll teller		1✓	—	1-155		"
	Head teller	19	1✓	—	1-225		"
Paying + Receiving	P. + R. teller	17	12✓	—	3-150 1-155 3-160 3-165 1-170 1-175		" " " " " "
Real Estate + Recovery	Sec'y	01	—	3	—	1-100 1-115 1-120	

Commerce Trust Co.

Kansas City

Dept.	Firm's job description	Code	No. of M.	No. of F.	Rate of Pay M. per	Rate of Pay F. month	Changes Made
Real Estate + Recovery (cont.)	Bkkpr-steno	07	–	1	——	1-125	
	Auditor	06	1	—	1-250	—	No change
	Ass't mgr.	00	1	—	1-350	—	" "
	Dept. Head	00	1	–	1-400	—	" "
Savings	Blotter clerk	94	—	1	——	1-90	
	Savings teller	17	—	1	——	1-115	
	"	17	4	–	1-135		③ Replaced by woman
					1-140		" " "
					1-150		" " "
					1-160		Now ass't mgr.
	Dept. Head	19	1	–	1-200		No change
Special Service	Dept. Head	20	1	–	1-175		" "
PBX operators	Telephone ops.	14	—	2	——	1-75	
						1-80	
	Head PBX op.	14	—	1	——	1-105	
Transit	Sec'y	01	—	1	——	1-125	
	Typist	03	—	7	——	4-54^{60}	
						2-60	
						1-75	
	Sorter + lister	35	37	—	1-54^{60}		(37) All replaced by women
					6-60		
					2-65		
					2-70		
					5-75		
					3-80		
					6-85		
					2-90		
					3-95		
					7-100		

cont.

Commerce Trust Co.

Kansas City

Dept.	Firm's job description	Code	No. of M.	No. of F.	Rate of Pay M. per month	Rate of Pay F. per month	Changes Made
Transit (cont.)	Sorter & lister (cont.)	35	12 ✓	—	4-105 1-110 5-115 2-125	—	⑫ Replaced by women
	Supervisor sorters	19	1 ✓		1-120		① Woman
	Sorter & lister	35	—	18	—	1-54^{60} 4-60 3-65 1-70 1-75 3-85 2-90 1-100 1-105 1-110	
	Set clerk	35	—	3	—	2-80 1-85	
	Eastern set clk	35	—	1	—	1-90	
	Set clerk	35	2 ✓	—	1-80	—	② Women have replaced men
			✓		1-95	—	" " " "
	Transit clk	35	2	—	1-75	—	② " " " "
			✓		1-125	—	" " " "
	Gen'l utility clk	18	2	—	1-110	—	② " " " "
					1-115	—	" " " "
	Return items clk	35	1 ✓	—	1-115	—	① " " " "
	Supervising clerk	19	1 ✓	—	1-120	—	" " " "
							Man has job
	Head transit clerk	35	1 ✓	—	1-125	—	No change

Commerce Trust Co.

Kansas City

Dept.	Firm's job description	Code	No. of M.	No. of F.	Rate of Pay per month M.	Rate of Pay per month F.	Changes made
Transit (cont.)	Calculating machine opers.	12	—	19	—	7-60 4-65 1-70 1-75 1-80 5-85	
	Messenger girl	16	—	1	—	1-54^{60}	③
	Messenger	16	3 ✓	—	1-54^{60} 2-60	—	Girls
	Ass't transit head	35	1 ✓	—	1-140		No change
	Ass't transit mgr.	19	1 ✓	—	1-165		" "
Night transit	Sorter & lister	35	5	—	3-60	—	③ Replaced by women
					1-90		"
					1-95		⑤ "
	Messenger	16	5 ✓	—	5-54^{60}		"
	Supervisor, night transit	19	1 ✓	—	1-150		Man has job
Trust	Stenog.	02	—	1	—	1-85	
	" – record custodian	1–	—	1	—	1-90	
	Stock transfer clk	–2	1 ✓	—	1-100	—	① Woman replaced man
	Stenog.	02	—	1	—	1-110	
	Typist	03	—	2	—	1-75 1-100	
	" – stock certificates						
	File clerk	15	2 ✓	—	1-60 1-90	— —	② Women do all filing
	Coupon clk & utility stenog.	–2	—	1	—	1-90	
	Addressograph op.	10	1 ✓	—	1-60		① Girl
	Bkkpg mach op.	08	—	1	—	1-100	

Commerce Trust Co.

Kansas City

Dept.	Firm's job description	Code	No. of M.	No. of F.	Rate of Pay per month M.	Rate of Pay per month F.	~~Changes~~ Made
Trust (Cont.)	Collateral teller	-2	—	1	—	1-105	①
	Cashier	17	1 ✓	—	1-105		Woman has job
	Supervisor clk (stock transfer)	19	1 ✓	—	1-150		No change
Vault	V. custodian	1-	—	1	—	1-150	
Women's	Hostess, receptionist	43	—	1	—	1-100	

no Trace

Women's Bureau
U. S. Department of Labor
Washington

Agent Elsie Wolfe
Date Nov. 9, 1942
City Kansas City, Mo.

WAR SHIFTS IN PERSONNEL REQUIREMENTS IN OFFICES AND STORES

1. Business Banking

2. Firm Name Federal Reserve Bank 3. Address 10th & Grand

4. Persons interviewed and positions Mr. J. W. Helm, Vice Pres. & Cashier & Mr. Park, Ass't Cashier & Per. Mgr.

5. Persons employed:

Mr. Parks tho't this number was too small for 1940

	Scheduled date 10/10/40 Men	Total	Women	October 1942 Men	Total	Women (over)
Office clerical, prof., adm.	148	265	117	Approx. 160	575	415
Sales						
Maintenance				Bldg	60	
Other				guards	30	
				Dining room & kitchen	25	
				Officials	10	

Not included in above (125)

6. Number men lost from October 1940 to October 1942:
For Armed Services 70 43% ✓ Other reasons Approx. 150

7. Number men expected to leave: Remainder of 1942 Can not determine total 7 or 8 men to armed services In 1943 Probably 10 or 12

8. Extent to which war has affected business operations since January 1942: The volume of business since 1940 has increased 300 to 400 %, and there has been a steady increase since Jan. '42

9. Resultant effect on:

	Numbers Added	Dismissed	Occupations
Men Employees	Probably 100 total with majority women	0	General Clerical.
Women Employees			

Increase, because of Vol. Incr. would run from 16 to 20% in employees for 1942. The Fiscal Agency Dept. has had the biggest increase. In 1940 there were 38 (over)

10. Men's occupational vacancies since October 1940:

Vacancies: Job No.	Occupations	Rate of pay	Rate of pay of job filled by: Advancement of employee in office: Men	Women	By outside employee: Experienced: Men	Women	Beginners: Men	Women

(No definite information available)

Women are filling jobs formerly performed by men.

a. ✓ Messengers are now girls. ✓

b. Jr. Clerks (Sorters and listers) are practically all women

c. ✓ Teletype operator has been replaced by a woman. ✓

d. ✓ Duplicating machine Opers. " " " ✓

e. Some bookkeepers (men) have been replaced by women.

f. General Clerical, File Clerks etc. " " " "

11. Would firm be interested in experienced Sales & Office women displaced in ~~other~~ Consumer goods industries? This bank has been experiencing difficulty getting women and the problem is becoming increasingly difficult. Mr. Helm & Mr. Park (over)

12. Post-war outlook for business Not very optomistic outlook. Impossible to forecast. Mr. Helm thinks forced saving of bonds may help somewhat, providing some check is put on redemption of bonds. Altho' number of redemptions of bonds at present is high, amount of money involved is not very great as majority of bonds redeemed after 60 das. are the 25.00 type. This transaction (over)

WB - 42-137

#5 Numbers employed (cont.)

Mr. Park stated that he did not have exact total of men and women to date but that total on payroll was 700 and that men were about 25% of total Office Cler; Prof. and Admin. Mr. Helm had given percentage of men as 30% therefore I used approx. 27½%. Mr. Park was not willing to check records for information because of time involved. He was certain that figures were correct, with perhaps one or two off.

#6 - Turnover has been terrific, according to both officials. Mr. Park said there had been about 400 terminations since Jan. '42. For every one hired, three left - majority went to defense plants. Draft has not affected them very seriously up to present. Now many of the "key" men will be leaving shortly and they can not be replaced without great difficulty.

#9 (cont.) - employees and at present there are 205 in that dept. The R.F.C. Dept. now has 50 employees - about 25 in 1940.

#~~10~~11 (cont.)

stated that displaced office workers could be used but were doubtful about sales women because practically all clerical jobs in bank require the use of some type of machine - adding, calculating, typing - and few sales women are able to use these machines. They did not believe that older women ag✓ could easily be taught to run a machine.

They share other employer's views as to the effect the new Pratt & Whitney Plant will have on Non-War Industries when it opens. They know many more employees will leave and that replacement will become very difficult.

#12 (Cont.) requires about same amount of clerical work as tho' it were a $\$1000^{00}$ bond. Mr. Helm believes that a check on redemption would be a real aid to banks, as well as bond holders. It has been necessary to hire many additional persons to take care of Gov't Bond

U.S. Salary per ½ month

Federal Reserve Bank

Kansas City

Dep't:	Firm's job description	Code	No. of 265 M. 1418	No. of F. 117	Rate of Pay M. per ½ mo.	Rate of Pay F. per ½ mo.
Administrative	Steno.	02	—	1	—	1-67^{50}
	Sec'y	01	—	4	—	1-75^{00}
					—	2-87^{50}
					—	1-100^{00}
			1	—	1-117^{50}	—
	Chief clerk	19	—	1	—	1-132^{50}
Accounting	Typist	03	—	3	—	2-45^{00}
					—	1-47^{50}
	Typist & Steno	02	—	1	—	1-52^{50}
	Bk keeper	07	9	—	2-55^{00}	—
					1-60^{00}	—
					1-72^{50}	—
					1-77^{50}	—
					1-85^{00}	—
					2-90^{00}	—
					1-100^{00}	—
	Personnel clk	23	1	—	1-57^{50}	—
	"	"	✓	1	—	1-70^{00}
	Jr. clerk	62	①	—	1-47^{50}	
	Clerk	"	—	1	—	1-80^{00}
	Jr. clerk-calculating mach. ops.	12	—	3	—	3-65^{00}
✓	Messenger, office boy	16	① ✓	—	25^{00}	—
	Ass't supervisor	19	1	—	120^{00}	—
	Supervisor	19	1	—	162^{50}	—
Auditing	Jr. audit clk	45	②	—	1-50^{00}	—
				—	1-67^{50}	—
	Audit clk	45	2	—	2-80^{00}	—

Changes Made

Mr. Park said turnover has been so terrific that a check on 1940 personnel would be useless and involve too much time.

General information given on Schedule under #10.

Wage rates have been increased but no definite information was given as to extent of increases.

71 replaced

Salary per 1/2 month

Federal Reserve Bank

2.

Kansas City

Dept.	Firm's job description	Code	No. of M.	No. of F.	Rate of Pay M. per 1/2 mo.	Rate of Pay F. per 1/2 mo.	Changes Made
Auditing (cont.	Sec'y	01	—	1		1-80^{00}	
	Sr. audit clk	45	5	—	2-87^{50}	—	
					1-92^{50}	—	
					1-105^{00}	—	
					1-112^{50}	—	
	Supervisor	19	1	–	1-162^{50}	—	
Bank & public relations	Special representative	20	1	–	1-120^{00}	—	
Building	Clerk	23	1	—	1-57^{50}	—	
	Jr. Clerk	03	—	1	—	1-67^{50}	
	Supt.	20	1	–	1-147^{50}		
Custodian-	Stenog.	02	—	1	—	1-60^{00}	
RFC & PWA	Typist, Jr. clerk	03		10	—	2-42^{50}	
					—	2-45^{00}	
			3	—	1-60^{00}	—	
					—	1-60^{00}	
					—	3-62^{50}	
					1-65^{00}	—	
					—	1-65^{00}	
					1-67^{50}	—	
						1-70^{00}	
	General clk	-2	7	—	2-72^{50}	—	
					1-75^{00}	—	
					2-77^{50}	—	
					1-82^{50}	—	
					1-95^{00}	—	
	File clerk	15	—	2	—	1-45^{00}	✓
						1-50^{00}	

Salary per 1/2 month **Federal Reserve Bank**

Kansas City

Changes Made

Dept.	Firm's job description	Code	No. of M.	No. of F.	Rate of Pay M. per 1/2 mo	Rate of Pay F. per 1/2 mo
Custodian, RFC + PWA (cont.)	Typist B	12	—	6	— — —	2-40^{00} 1-42^{50} 3-45^{00}
	Supervisor	19	3	—	1-82^{50} 1-122^{50} 1-137^{50}	
Check collection dept.	Jr. Clerk C	35	✓ 13	2	1-27^{50} 3-30^{00} 2-35^{00} 1-37^{50} 2-40^{00} 3-42^{50} 1-45^{00}	1-42^{50} 1-45^{00}
—	Jr. Clerk B	35	✓ 13	16	2-45^{00} 3-50^{00} 6-55^{00} 2-57^{50}	1-42^{50} 2-47^{50} 7-50^{00} 1-52^{50} 4-55^{00} 1-57^{50}
	Jr. Clerk A	35	✓ 8	5	7-60^{00} 1-62^{50}	4-60^{00} 1-62^{50}

Jr. Clerks are Sorters + Listers

Salary per 1/2 month

Federal Reserve Bank

4.

Kansas City

Dept.	Firm's job description	Code	No. of M.	No. of F.	Rate of Pay M. per 1/2 mo.	Rate of Pay F. per 1/2 month	Changes Made
Check collection dept. (cont.)	Stenog. & secy	02	—	1	—	1-70^{00}	
	Typist	03	—	1	—	1-50^{00}	
	Clearing house teller	17	1	—	1-70^{00}		
	Office boy, messenger	16✓	1✓	—	1-25^{00}		
	Statistician	73	—	1	—	1-80^{00}	
	Supervisor-gov't checks	19	—	1	—	1-65^{00}	
	" -returns items	19	—	1	—	1-65^{00}	
	" -sorters	19	1	—	1-80^{00}		
	" -incoming mail	19	1	—	1-85^{00}		
	" -remittances	19	1	—	1-92^{50}		
	" -PWA checks	19	1	—	1-100^{00}		
	" -country "	19	1	—	1-107^{50}		
Transit	Sorter & lister	35	—	1	—	1-50^{00}	
	Ass't clearing house supervisor	19	1	—	1-80^{00}		
Non-cash collection	Typist	03	—	1	—	1-55^{00}	
	Teller-city col.	17	—	1	—	1-60^{00}	
	" -security col.	17	1	—	1-75^{00}		
	" -country col.	60	1	—	1-82^{50}		
	Messenger	16✓	1✓	-	1-45^{00}		
	Sorter & lister	16✓	1✓	-	1-60^{00}		
	Mgr. non-cash col.	19	1	-	1-137^{50}		
Loans & discounts, (Credit)	Typist	03	—	1	—	1-60^{00}	
	Jr. Clerk	03	—	1	—	1-62^{50}	
	Stenog.	02	—	1	—	1-62^{50}	
	Secy to ass't cashier	01	—	1	—	1-90^{00}	
	Office boy, mes.	16✓	3✓	—	3-25^{00}		
	Ass't supervisor	19	2	—	1-102^{50}		
	Supr. credits	19			1-132^{50}		

Salary per 1/2 month

Federal Reserve Bank

Kansas City

Dept.	Firm's job description	Code	No. of M.	No. of F.	Rate of Pay M. per 1/2 mo.	Rate of Pay F. per 1/2 month	Changes Made
Examination	Jr. clerk-typist	45	①	—	1-65^{00}		
	Typist	03	—	1	——	1-65^{00}	
	Secretary	01	–	1	——	1-70^{00}	
	Ass't examiner	00	1	—	1-110^{00}		
	Examiner	00	6	—	4-130^{00} 1-137^{50} 1-150^{00}		
Fiscal Agency	Stenog. A.	02	—	3		1-60^{00} 1-70^{00} 1-75^{00}	
	Jr. Clerk C	24	✓ ①	—	1-32^{50}		
	Typist A or typist clerk	03	—	8	——	1-50^{00} 3-52^{50} 1-60^{00} 2-62^{50} 1-70^{00}	
			①	—	1-57^{50}		
	Bkkpr-Jr. Clk B	07	—	1	——	1-57^{50}	
	Head bkkpr	19	—	1	—	1-97^{50}	
	Securities clk	-2	—	1		1-70^{00}	
		-2	7	—	2-75^{00} 3-75^{00} 1-80^{00} 1-87^{50}		
	Gen'l clerk	-2					
	Securities custodian	19	1	—	1-112^{50}		
	Securities teller	17	2	—	2-75^{00}		
	or Bond & Delivery teller	"	—	1		1-75^{00}	
	Office messenger	16	① ✓	—	1-27^{50}		
	Ass't mgr.	19	2	-	2-125^{00}		

Salary per 1/2 month

Federal Reserve Bank

Kansas City

Dept.	Firm's job description	Code	No. of M.	No. of F.	Rate of Pay M. per 1/2 mo.	Rate of Pay F. per 1/2 month	Changes Made
Gen'l Service	Typist	03	—	1	—	1-55^{00}	
	Jr. Clerk-typist	03	—	1	—	1-57^{50}	
	Teletype op.	03✓	②✓	—	2-67^{50}		①
	File clerk	15	—	7	—	1-40^{00} 1-42^{50} 1-45^{00} 1-50^{00} 1-57^{50} 1-60^{00} 1-75^{00}	
	Addressograph op.	10✓	—	1	—	1-50^{00}	
	Duplicating mach. op.	11✓	②	— —	1-47^{50} 1-52^{50}	— —	
	Mail clerk	24	3	—	1-42^{50} 1-52^{50} 1-75^{00}		
	Mail teller	17	1	—	1-77^{50}		
	Ass't supr. mail dept.	19	1	—	1-77^{50}		
	Supervisor mail dept.	19	1	—	1-92^{50}		
	Office boy, messenger	16✓	~~4~~ ⑥✓	-	3-25^{00}		
	P.O. Messenger	16✓			1-27^{50}		
	Office boy, mess.	16✓			1-30^{00}		
		16✓			1-37^{50}		
	Porter, office boy	16✓	②✓	-	1-55^{00} 1-60^{00}		
	PBX operator	14	—	2	—	1-57^{50} 1-62^{50}	
	Ass't chief teleg. op.	19	①	—	1-92^{50}		
	Chief teleg. op.	19	1	—	1-127^{50}		

Salary per 1/2 month

Federal Reserve Bank

Kansas City

Dept.	Firm's job description	Code	No. of M.	No. of F.	Rate of Pay M. per 1/2 mo.	Rate of Pay F. per 1/2 month	Changes Made
General Service (Cont.)	Supervisor, supplies	19	1	—	1-$\$77^{50}$		
	Purchasing agent	91	1	—	1-125^{00}		
Money	Stenog. & Typist	02	—	2	—	1-52^{50} 1-70^{00}	
	Jr. Clerk A	94	—	1	—	1-70^{00}	
	Assorting teller	17	1	—	1-92^{50}		
	Coin "	30	1	—	1-62^{50}		
	Paying "	17	1	—	1-110^{00}		
	Receiving "	17	1	—	1-90^{00}		
	Shipping "	42	1	—	1-52^{50}		
	Utility "	17	1	—	1-75^{00}		
	Chief "	19	1	—	1-112^{50}		
	Coupon assorter	30	—	1	—	1-60^{00}	
	Currency "	30	—	8	—	1-40^{00} 3-52^{50} 1-55^{00} 3-57^{50}	
Library Research & Statistics	Librarian	20	—	1	—	1-67^{50}	
	Stenog.	02	—	1	—	1-60^{00}	
	Jr. Clk B-Typist	03	—	2	—	2-50^{00}	
	" A- "	03	—	1	—	1-60^{00}	
	Statistician	73	1	—	1-90^{00}		
	Ass't Fed. Res. Agent	20	1	—	1-146^{00}		

no Trainee

1

Women's Bureau
U. S. Department of Labor
Washington

Agent Elsie Wolfe
Date Nov. 2, 1942
City Kansas City, Mo.

WAR SHIFTS IN PERSONNEL REQUIREMENTS IN OFFICES AND STORES

1. Business Insurance

2. Firm Name Kansas City Life Ins. Co. 3. Address 3520 Broadway, K. C.

4. Persons interviewed and positions Mr. D. R. Alderman, Vice Pres. & Mr. Hale, Per. Mgr.

5. Persons employed: Scheduled date 9/23/40 +2.7% (over) October 1942 10/31/42

	Men	Total	Women	Men	Total	Women
Office clerical, prof., adm.	137	261 100.0	124 47.5%	64	268 100.0	204 76.1
Sales						

Maintenance Turnover very high on Maintenance - Employing older men & women
Other Recent ads in paper brought no responce

6. Number men lost from October 1940 to October 1942:
For Armed Services 34 248 Other reasons 90 124

7. Number men expected to leave: Remainder of 1942 Probably 5 or 6 3 boys in 18 - 19 age group. In 1943 Few, if any, as all other men are older than draft age or are married with children

8. Extent to which war has affected business operations since January 1942: Volume of bus. in 1942 has increased 10 % over last year. Renewal Ins. has increased because of more money in circulation. Vol. of bus. will probably show a decrease from now on due to the fact that many of the agents (Cont. over)

9. Resultant effect on:

	Numbers Added	Numbers Dismissed	Occupations
Men Employees	0	0	
Women Employees	(69)		

Mr. Hale stated that 69 new female employees were added since Jan. '42 but most of these were hired because of vacancies altho not as a replacement for man who left (See #10 on back)

10. Men's occupational vacancies since October 1940:

(over) (Cont. on separate sheet)

Vacancies			Rate of pay of job filled by					
			Advancement of employee in office		By outside employee			
					Experienced		Beginners	
Job No.	Occupations	Rate of pay	Men	Women	Men	Women	Men	Women
1	Attorney (Legal Clerk)	150.00 mo		80.00	Work was divided among other legal men and one female was advanced to take over some of the routine work			
2.	Sec'y	150		120.00				
3.	Ditto Opr.	125 ✓		75.00	(Inexperienced New girl	just hired	a few wks.	previous)
4.	Record Clerk	100		75.00	(" "	" "	" "	")
5.	Supply "	70.00	✓					70.00
6.	Cashier	125.00	✓	100.00				
7.	File Clerk	75.00						70.00

11. Would firm be interested in experienced, Sales & office women displaced in ~~other~~ consumer goods industries? As yet, Co. has experienced little difficulty in securing women employees. Some older women are being hired and of course married women now, but applications from young women are still being filed - - - - - - - - Many 17 year old (over)

12. Post-war outlook for business Co. officials seem to be optomistic about the Post war period "War makes People Insurance Conscious". They expect to operate with approx same number of employees after the war.

* Vacancies listed are only some of those created by men leaving for armed services. The entire list would have taken one day to search records and then would not show a true picture of replacements.

WB - 42-137

Total number on Payroll 10/31/42

Total Clerical - 268
Officials - 29
Attorneys, agents & Supervisors - 30
Branch Offices - 35
Maintenance - 30
  Elev. Oper. 1
  Maids - 7
  Janitors - 5
  Gen. - 1
  Nite Watch - 4
  Bldg. Supt - 1
  Engineer - 1
  Fireman - 1
  Lunchroom - 9 (7 colored girls)

#8 - are being drafted and no one is trained to take their places. Co. has several women agents who are doing very well. Some women & older men will probably replace the young (agents) men called to the Service.

In Sept. 1941 the Kansas City Life took over the Midland Life Insurance Co. of K.C. with 17 Office employees from that Co.

#10 - Men's Occupational Vacancies since 1940

Co. has an advancement policy whereby all vacancies must be filled by present employees and new employees start at the bottom. This advancement method has made much additional work since so many vacancies were created. All vacancies for the last year have been filled with women, but the woman replacing man, in many cases, does not take over his entire work. On the whole women employees have done very well except in the Posting Dept. It now takes 5 girls to do the work formerly done by 3 men. Mr. Hale believes this is due to the fact that women tire more easily and work drops off in P.M. In some other Depts. women have done better work than the men who preceded them.

Age
#11 (cont.) girls were being hired. Mr. Alderman said they would take more older women as need for war workers increased and would do anything and everything possible to help the War effort even to giving up personnel. He tho't they could operate with a smaller staff and agreed that the young workers would be needed in War Plants.

Kansas City Life Ins. Co.

10. Men's Occupational vacancies since Oct. 1940 (cont.)

Job No.	Occupations	Rate of Pay	Replacement: Advancement in office: Men	Women	Outside: Men	Women
8.	Tab. Mach. Div. Pulling & filing cards	110^{00}		75^{00}	(Inexperienced new girl hired recently @ 70^{00})	
9.	Same as # 8	100^{00}	Experienced	Inexperienced naturally at lower rate 80^{00}	"	" "
10.	Record Card Clerk	90^{00}		80^{00}	"	" "
11.	Tab. Mach. Oper.	85		75^{00}	"	" "
12.	Policy Holder Clerk	100		95^{00}		
13.	Sec'y	95^{00}		100^{00} (now receives 125^{00})		
14.	Clerk in City Loan Dept.	90^{00}		80^{00} — (Inexp. new girl hired recently @ 70^{00})		
15.	Issue Dept Clerk	100^{00}		75^{00} (" " " " " ")		
16.	File Clerk	105^{00}		Work divided — new inexp. girl hired @ 70^{00}		
17.	Gen. Cler. Issue Dept	105^{00}		" " " ^ " " "		75^{00}
18	File Clerk	70^{00}				(Inexp.) 70^{00}
19.	Record Card Ass't Supvr.	100^{00}		* 90^{00} — another new girl hired @ 70		
20.	Lay Underwriter	125^{00}	Work divided among 5 employees who rec'd increases. 3 rec'd 5^{00} inc. & 2 rec'd 10^{00} increase 1 inexperienced new girl hired @ 70^{00}			
21.	Typist	90^{00}		* 90^{00}		
22.	Record Card Clerk	105^{00}		80^{00}		
23.	Addressograph Oper.	110^{00}	Some of work divided plus			New Inexper. 75^{00}
24.	Farm Loan Clerk	125^{00}	" " " " "			75^{00}
25.	Ass't Agency Supvr.	650^{00}	No replacement —		No one available.	
26.	Ass't Actuary	250^{00}	Work divided Increase given to 8 employees 5 rec'd 10^{00} increase 2 " 5^{00} " 1 " 15^{00} " plus 1 new inexp. girl @ 75^{00}			
27.	Bond Purchasing Agent	350^{00}	No replacement due to lack of business in Bond Dept.			

* Potential list of men's vacancies [illegible] by Armed Services.

Valentine 21231

Insurance – Kansas City

Kansas City Life – 3520 Broadway, K.C.

Mr. D. R. Alderman, Per. Mgr. & Vice Pres.

Dept.	Firm Job Description	Code	No. employed Total	Male	Female	Rate of Pay Male	Fem. Month	Changes made
			261 257	137 133	124 124			
Actuarial 1942 12 total 10 women	Actuarial Clerk	-5	5	2	3	125.00 130.00	80.00 120.00 140.00	
2 men lose both next wk	Senior Data " Prepares reports & data for Ins. Depts.	20	1	1		175.00		No change to date – going to Navy next wk
	Calculating Mach. Oper.	12	2	1	1	120.00	95.00	Transferred to another dept.
	Steno-Clerk	02	2	–	2	–	90.00	
	Steno	02	1		1		100.00	
	Secy	01	1		1		150.00	
Agency 11 total 2 men	Agency Supvr.	00	3	3		433.00 600.00 625.00		1 left – No replacement
	Steno-Clerk	02	7	1	6	130.00	100.00 (2) 80.00 110.00 (2) 125.00 125.00	Left
	Secy	01	2		2		175.00	
	P.B.X. & Steno	14	1		1		135	
	Typist	03	1		1		75.00	
Application 7 total 2 men 1 man transfer 1 girl added	Data Clerk	X6	1	1		95.00		Left
	Senior "	3-	1	1		130.00		
	Ass't to Supvr. of Dept.	3-	1	1		130.00		
	Typist-Clerk	03	3	1	2	100.00	70.00 75.00	
	Steno-Clerk	02	5		5		80.00 85.00 95.00 105.00	
Acct'g 101 total 24 men	Auditor	06	86 1	1	24 women	135.00		Only 24 men left out of 86 in 1940. in this Dept. Replaced by women
	Audit Clerk	45	2	2		90 115		
	Acctg Clerk	62 +5	6	6		62.00 150.00 120.00 125 145.00 160.00		
	Commission Record "	23	1	1		130		
	Remittance "	18	1	1		115.00		
	Report "	18	1	1		90.00		
	Checker	5-	2	2		110.00 120.00 125		
	File Clerk	15	2	2		115.00 100.00		
	Record "	3-	14	14		80.00 85 (4) 90 (3) 95 ([illegible]) 100 ([illegible]) 125		

Insurance - Kansas City

Kansas City Life

Dept.	Firm Job Description	Code	No. employed			Rate of Pay		Changes Made
			Total	Male	Female	Male	Female	
Acc'tg	Hand Bookkeeper	07	1	1		115^{00}		
	Senior Clerk	62	2	2		150^{00} 140^{00}		
	Statistical "	62	1	1		166^{66}		No change
	Chief Bkpr	07	1	1		180^{00}		No change
	Tab. Mch. Oper.	13	7	7		85^{00} 105^{00} 125^{00}		
	Addressograph Oper	10	8	8		(3) 85^{00} 100^{00} (2) 110^{00} 125^{00} (2)		Most of the men in the acctg Dept are gone - Women have replaced them.
	Mail Clerk	24	1	1		120^{00}		
	Steno- "	24	2		2	115^{00}	(2) 90 0	
	Sec'y	01	1	1		135^{00}		
	Steno	02	7	1	6	85^{00}	② 105 90^{00} 125 75 110	
	Typist	03	6	1	5	85	(2) 80^{00} 95^{00} 90^{00} 100^{00} 85^{00}	
	Chief Clerk Attorney	00	1	1		350^{00}		No change
	Supvr. Addressograph Div.	19	1	1		180^{00}		"
	" Record Case Div.	19	1	1		160^{00}		"
	" Agents 1st yr. Record	19	1	1		166^{66}		"
	" Policy Ext. Div.	19	1	1		125^{00}		
	" Tab. Div.	19	1	1		180^{00}		"
	" Agents' Renewal Com.	19	1		1		225^{00}	
	Correspondent	03	1		1		100	
	Checkwriter & typist	34	2		2		95 100	
	Key Punch	32	3		3		85 95	
	Cashier	17	1		1		125	
	Com. Checker	23	1		1		115	
	General Cler.	18	1		1		85	
	Collection Record Clerk	60	1		1		125	
Renewal Prem.	Collector of Ren. Prem.	60	1	1			135	no change
Printing	Mimeograph Oper. Multigraph.	11	1	1			102	

Insurance - Kansas City

Kansas City Life

Dept.	Firm Job Description	Code	No. employed Total	Male	Female	Rate of Pay Male	Female	Changes Made
Farm Loan	Steno-Clerk	02	9	4	5	130^{00} 95^{00} 90^{00} 80^{00} 115	130^{00}(2) 100$^{(2)}$ 180	
19 total	Clerk-typist	03	1	1		100		
8 men	Investment Clerk	3-	1	1		80		
Attorneys	File "	15	1	1				
	Sec'y	01	2	1	1	200^{00}	250	
	Abstractor	70	1	1		130^{00}		
	Ass't to Head of Investment Dept.	00	1	1		350^{00}		not filled.
	Legal clerk	00	4	4		225^{00} 200^{00} 300 320^{00}		
Issue	Hd. Mail Clerk	19	1	1		150^{00}		No change
	" General Files	19	1	1		150		"
29 Total 9 men	Supvr. Issue Div.	19	1	1		180		"
	Checker (Checks new policies for errors)	5-	1	1		120		"
	Checker & policy writer	3-	1	1		90		
	Ass't Supvr. files	15	1	1		100		
	Ditto Mach. Oper.	11	1	1		125 ✓		
	File Clerk	15	4	4		100 85^{00} 80 135^{00}		
	Photostat Oper.	11	2	2		70		
	Steno-Clerk	02	1	1		95		
	Mail Clerk	24	2	2		70 75		
	Calculating Mach. Oper. & Clerk	12	1	1		105		
	Policy Checker	5-	3	3		95 120		
	Typist	03	1		1		90^{00}	
	Endorsement Clerk	03	1		1		115^{00}	
	Policy Writer	03	5		5		148^{00} 75^{00} 128 105^{00}(2)	
	Sec'y	01	1		1		200^{00}	

Insurance - Kansas City

Kansas City Life

Dept.	Firm Job Description	Code	No. employed			Rate of Pay		Changes Made
			Total	Male	Female	Male	Female	
Medical and M.I.B. 17 total 0 men	Steno	02	4	1	3	105	100.00 90.00 125.00	
	File	15	8	2	6	85	85.00 75.00 90.00 100.00 (2)	
	Clerk - Correspondent	03	2	1	1	100		
	Lab. Tech. Clerk	18	2	1	1	125		
	Chief Underwriter	74	1		1		225.00	
	Typist	03	1		1		110	
	Lay Underwriter	18+	2		2		115 105	
Personnel no employees Trans. + Misc. Printing & Supplies Total 6 3 men	Office Boy	16	1	1		60		
	Purchasing Agent	91	1	1		250.00		No change
	Supply Clerk	41	1	1		15.00 wk.		girl has replaced
	Secy	01	1		1		150.00	
	P. B. X. Oper.	14	1		1		125.00	
City Loan 11 total 3 men	Supvr. of Dept.	00	1	1		500.00		no change
	Legal Clerk	20	1	1		140		
	Loan "	22	1	1		175		Left. Replaced
	Steno	02	5		5		100 75 115 200 [illegible]	
	Hand Bkpr.	07	1		1		110	
	Secy	01	1		1		250.00	
Policy Loan Incl. in Policy Holders 4	Correspondent	03	2	2		100 120.00		
	Steno-typist	02	1		1		90	
	Typist	03	1		1		100	
Legal Total 2	Steno	02	1		1		115	
	Secy	01	1		1		225	
K.C. Branch 5 total 1 man	Steno	02	2		2		95.00 85.00 150 (Cashier)	
	Ass't Cashier	17	2		2		125	
Misc. Trans. 5 total Tel. Oper.	Secy to Secy of Co.	01	1		1		250.00	
	" " Pres. " "	01	1		1		250.00	

Insurance - Kansas City

Kansas City Life

Dept.	Firm Job Description	Code	No. employed			Rate of Pay		Changes Made
			Total	Male	Female	Male	Female	
P.H.S. Policy Holder's Service	Correspondent	05	10	7	3	135 145 235 (2) 150 155 200	200^{00} 135^{00} 140	
	Data Clerk	x6	3	2	1	85 100 85^{00}	105	
	File	15	2	1	1			
36 Total 9 men	Information Clerk	18	1	1		110		
	Supvr. Steno Pool	19	1	1		250^{00}	(dead)	Left - Position filled by man in office - 185^{00}
	" Claim Dir.	19	1	1	2?	250		Combined job.
	Dictaphone Oper.	04	9	13	9		65^{00} 75^{00} 85^{00} (2) 80^{00} 90 (3) 105^{00}	
	Steno	02	6		6		(2) 125^{00} 90 110^{00} 85^{00} 140^{00}	
	Calculating Mach. Oper.	12	1		1		110^{00}	
	Claim Clerk	18	1		1		80^{00}	
Printing Purchasing x Supply	Multigraph Oper.	11	1	1	+	130^{00}		
	Supply Clerk	41	1	1	+	122^{00}		
4 total 1 girl 3 men	Supvr. Multigraph x mimeograph	19	1	1	1	175^{00}		No change

2

Women's Bureau
U. S. Department of Labor
Washington

Agent Elsie Wolfe
Date Nov. 4, 1942
City Kansas City, Mo.

WAR SHIFTS IN PERSONNEL REQUIREMENTS IN OFFICES AND STORES

1. Business Insurance

Life, accident + [illegible] Health

2. Firm Name 2 Business Men's Assurance 3. Address 215 Pershing Rd; K.C.

4. Persons interviewed and positions Mr. L. D. Ramsey Sec'y of Co. & Per. Mgr.

5. Persons employed: Scheduled date 10/3/40 + 56.2% October 1942 10/31/42

	Men		Women		Men		Women	
Office clerical, prof., adm.	81	219 100.0	138	63.%	72	Total (342) 100.0	270	78.9
Sales								
Maintenance								
Other							3 officers not incl.	

6. Number men lost from October 1940 to October 1942:
For Armed Services 31 38.3 Other reasons Number not available (over)

7. Number men expected to leave: ~~Remainder of 1942~~ Nov. 1st to March 1, 1943 23 In 1943 With exception of the 23, majority are older men
10 boys expect to leave very soon.

8. Extent to which war has affected business operations since January 1942: Business has increased in volume both in 1941 and '42. This is due principally to the fact that the Bus. Men's Assurance bought the Liberty Life Ins. Co. in July 1941 and this year (1942) took over The American Savings Co. (Accident & Health)

9. Resultant effect on:

	Numbers Added	Numbers Dismissed	Occupations
Men Employees (over)		0	General Clerical
Women Employees "			

The additions of the two companies necessitated a "tremendous" increase in personnel as payroll figures show. Few men were hired in 1942 - Women have practically doubled since 1940

10. Men's occupational vacancies since October 1940:

Vacancies			Rate of pay of job filled by					
			Advancement of employee in office		By outside employee			
					Experienced		Beginners	
Job No.	Occupations	Rate of pay	Men	Women	Men	Women	Men	Women

Mr. Ramsey considered this question a hopeless task that would require hours of work without showing a true picture. Inasmuch as all vacancies are now being filled by women this is unnecessary. Many of the vacancies require two women for replacement of one man.
At present there are 7 vacancies of general clerical nature that have not been filled because desirable type of women work is not now available

11. Would firm be interested in experienced, Sales and office women displaced in ~~other~~ consumer goods industries? No.
Cont. (over) Mr. Ramsey is very indignant over the loss of so many of his employees to War Plants. He says they act as a training school for the War Industries and Co. can not compete with those plants as far as (over)

12. Post-war outlook for business
Expects to continue operating as long as present form of U.S. Gov't exists because most of the investments are in U.S. Bonds. Future of course is uncertain but plans to continue after the war about same as usual.

WB - 42-137

#6 - Men lost Oct. '40 to present date. Mr. Ramsey said it was impossible to keep records up to date with the rapid turnover and shortage of help. During the first eight months of the year there were 108 terminations and 129 hired. In the early part of the year some few men were hired but for the last five months all replacements have been women. Terminations were probably about 40% men.

#9 - Mr. Ramsey said this information was not available, ie, number of men and women added because of inclusion of the new Co. The American Savings was a small company, according to Mr. Ramsey so evidently the big increase in employment was in 1941. Only figures available were total number hired (129) for first eight months of 1942 and many of these replacements

11 (cont.) wages are concerned Wage rates in this Co. have been increased but can not compare to War Ind. He prefers inexperienced workers because training elsewhere does not fit them for his type of work. Therefore, he believes that the Nat. Defense Training Schools should include a training course for Clerical workers (trainees should be paid while learning), just as they train Welders. These clerical trainees could then be used in the Defense Plants and leave the office workers in so-called Non-War Industries stay in their present jobs. He admitted that the differential in wage was a big inducement to office workers in Ins. Cos., banks etc. but he thinks employees should remain in order that business can be carried on as usual. Mr. Ramsey believes the Gov't should do something about this labor pirating. He is not interested in a re-training program for older experienced workers for his business. He wants to train his own employees. Since he is having difficulty getting women I ask if he had tried older women and he replied "Yes, I hired one 39 years old last week." The older women are slow and not very satisfactory, in his opinion.

Train

age

Victor 7322 1

Insurance – Kansas City

Business Men's Assurance – 215 Pershing Rd; K.C.

Mr. L. D. Ramsey, Secy of Co.

Dept.	Firm Job Description	Code	No employed			Rate of Pay		Changes Made
			Total	Male	Female	Male	Female	
			219	81	138			
Acctg	Cashier	17	3	34 1	26 2	125	80 100	No information on individual changes
	Mail Clerk	24	1	1		75		
	Tab. Mach. Oper.	13	1	1		110		
	Ledger Clerk	94	3	2	1	70 75	85	
	1 application clerk Record Clerk	3– 62	5	3	2	85 95 115	100(2)	
	Acctg "	62	4	3	1	70 135.00 110	100	
	Cal. Mach. Oper.	12	6	6	–	165.00 90.00 80(2) 75 65		
	Hand Bookkeeper	07	2	1	1	110	100	
	Receipt Clerk	5–	1	1	–	115		
	File	15	5	2	3	75 65	70 90 80	
	Addressograph Oper.	10	5	3	2	100 90 95	76.50 85	
	Correspondent	05	4	3	1	140(2) 135	140	
	Auditor	06	1	1		165		
	Accountant	06	1	1		185		
	Hd. of Addressograph Oper.	19	1	1		160		
	" " Loan Section	19	1	1		200		
	" " Premium Control Div.	19	1	1		185		
	" " Policy Record	19	1	1		185		
	Secy	01	1	1		90		
	Clerk-typist	03	5		5		70(3) 80 75	
	Entry Clerk	94	1		1		75	
	Bkpg. Mach Oper.	08	3		3		80 110 100	
	Key Punch	32	4		4		95 100(2) 115	
Actuarial	Supvr. of Div.	19	1	4 1	9	200.00		
	Actuarial Clerk	-5	5	2	3	220.00 120	125 100(2)	
	Rate Clerk	90	4	1	3	80	90(2)	

Kansas City
11/4/42

DEPARTMENT OF LABOR

Bus. Men's Assurance

Inasmuch as there has been such a tremendous increase in personnel, checking back on these male employees of 1940 seemed a useless task.

It is difficult for the Co. to recognize employees without name - Job titles were not given on payroll. Rates of pay are no longer the same and neither are the payroll clerks in most firms.

No. 203

GPO

E.W.

Insurance - Kansas City

Business Men's Assurance

Dept.	Firm Job Discription	Code	No employed			Rate of Pay		Changes Made
			Totals	Male	Female	Male	Female	
Actuary	Steno	02	2	-	2		85 75	
	Typist	03	1	-	1		65	
Claim	Adjuster	00	2	5 2	11	225.00 458.33		
	Correspondent	05	3	3		180.00 275.00 325		
	File Clerk & Checker	15	4		4		70 65 90 100	
	Steno-Secy	01	1		1		130	
	Gen. Cler.	18	1		1		70	
	Claim Clerk	18	2		2		75 85	
	Mail (Messenger)	16	1		1		65	
	Secy	01	1		1		135	
	Record Clerk	3_	1		1		130	
Exec. (Admin)	Steno-Secy	01	1	0	4 1		90.00	
	Secy	01	2		2		115.00 200.00	
	Steno	02	1		1		80	
Filing	Supvr.	19	4	T 1	IT 3	100.00	150.00 175.00 105.00	
	File Clerk	15	14		14		(2)65 75.00 (4) (4)80 (2)70 85 90	
Investment	Supvr. Farm Loan	00	1	6 1	5	400.00		
	Hd. of Invest. Dept.	00	1	1		300		
	Investigator	20	2	2		150		
	Investment Clerk	20	1	1		125		
	Legal Advisor	00	1	1		300		
	Secy	01	2		2		115 125	
	Steno	02	2		2		95	
	File	15	1		1		70	
K.C. Br. Office	Ass't Cashier	17	2		2		135.00 100.00	
Field Service	Hd. of Dept	19	1	1			350.00	
Library	Typist Clerk	03	1		1		50.00	

Insurance - Kansas City

Business Men's Assurance

Dept.	Firm Job Description	Code	No. employed			Rate of Pay		Changes Made
			Total	Male	Female	Male	Female	
				15	9			
Mail	Hd. of Dept-	19	1	1		215^{00}		
	Messenger (Basket Service	24	5	4	1	$70^{(2)}$ $65^{(2)}$	65^{00}	
	Ditto Mach. Oper.	11	4	4		75 120^{00} $95^{(2)}$		
	General Clerical	24	2	1	1	80	65	
	Mail Clerk	24	7	4	3	80 $75^{(2)}$ 90	75 70 80	
	Photostat Oper	11	1	1		90		
	Supvr. mail	19	2		2		100 120^{00}	
	P.B.X. Oper	14	1		1		120^{00}	
	Veritypist	03	1		1		75	
					17			
Policy Issue	Supvr.	19	1	1		250^{00}		
	Typist	03	5		5		$90^{(2)}$ 65 75 85	
	File Clerk	15	2		2		70 80	
	Policy Checker	5-	4		4		$80^{(3)}$ 90	
	Gen. Cler.	18	3		3		65 $70^{(2)}$	
	Record Clerk	3-	1		1		80	
	Rate Clerk	90	1		1		90	
	Supvr. Checking	19	1		1		120	
				8	12			
Sales	Record Clerk	3-	2	2		110 100		
	File	15	1	1		65		
	Correspondent	05	1	1		200		
	Dept Hd.	19	1	1		250		
	Hd. of Div.	19	1	1		250		
	Supvr. Group Hosp. records	19	1	1		150		
	" Sales Records	19	1	1		175		
	Secy	01	1		1		165	
	Steno	02	1		1		75	

Insurance - Kansas City

Business Men's Assurance

Dept.	Firm Job Description	Code	No. employed			Rate of Pay		Changes Made
			Total	Male	Female	Male	Female	
Sales	Sec'y	01	2		2		120 175^{00}	
	Record Clerk	3-	6		6		100 120 85 135	
	Steno	02	2		2		115 95	
Steno	Dictaphone Oper.	04	4		4 15		80 90	
	Typist	03	8		8		(2)70 65(2) 85 (2)75 80 90	
	Hd. of Steno Dept.	19	2		2		135	
	Supvr. Typist	19	1		1		115	
				6	9			
Under-writing	Chief Underwriter	74	1	1		225^{00}		
	Underwriting Clerk	18	4	1	3	90	95 120 100	
	Underwriter	74	5	4	1	100 200 170 160	180	
	Typist	03	1		1		60	
	Steno	02	2		2		100 80	
	Secy	01	1		1		115	
	Checker of new business applications	5-	1		1		135	

no Trans

3.

Women's Bureau
U. S. Department of Labor
Washington

Agent Elsie Wolfe
Date Oct. 31, 1942
City Kansas City, Mo.

WAR SHIFTS IN PERSONNEL REQUIREMENTS IN OFFICES AND STORES

1. Business Insurance

Automobile Ins.

2. Firm Name Central Surety & Ins. Corp 3. Address 1737 Mc Gee St., K.C.

4. Persons interviewed (over) and positions Mr. Smothers Per. Mgr. & Head of Payroll Audit

5. Persons employed:

	Scheduled date 10/2/40 Men	Women	October 1942 10/31/42 Men	Women
Office clerical, prof., adm.	59 (73) (over) T 153	94 61.4	68 (incl. Prof.) Total 220	152 69.1
Sales				
Maintenance				
Other				

+31.7%

6. Number men lost from October 1940 to October 1942:
For Armed Services 32 St. V Other reasons About 35 men (Defense jobs) (over)

7. Number men expected to leave: Remainder of 1942 18 In 1943 None - remaining men are over draft age. Co. is no longer hiring young men 18 and 19 yrs. old.

8. Extent to which war has affected business operations since January 1942: Business has been "better than ever" in 1942, due partly to gov't contracts (auto insurance in Camps). However inasmuch as Co's type of insurance is some form pertaining to autos, (collision, fire, theft, etc.) Co. expects volume to (over)

9. Resultant effect on:

	Numbers Added	Dismissed	Occupations
Men Employees	3 or 4	See terminations (over)	
Women Employees or more	10 or 12		General Clerical & Bkp. clerks Cal. mach. oper.

No women have been laid off, altho' some depts. have been consolidated. Number of women employed has increased since 1940 but not much increase; mostly replacements in 1942.

10. Men's occupational vacancies since October 1940: (over)

Some Vacancies — Rate of pay of job filled by

Job No.	Occupations	Rate of pay	Advancement of employee in office: Men	Advancement of employee in office: Women	By outside employee, Experienced: Men	Experienced: Women	Beginners: Men	Beginners: Women
1	✓ Mach. Bkpr.	100.00		Now receives $120.00	– More experienced than man she replaced and fills job more efficiently			
2	File Clerk	110.00						80.00
3	Claim Examiner & Adjuster	200.00			225.00			
4	"	200.00			225.00			
5	"	225.00			250.00			
6	✓ Calculating Mach.	75.00						70.00
7	Auditor	175	100.00					
8	Underwriter	160.00		100.00				
9	Mimeograph Oper	80.00						70.00

11. Would firm be interested in experienced Sales & Office women displaced in ~~other~~ Consumer goods industries? Yes, if labor shortage becomes sufficiently acute to warrant it, but as long as young women are available Co. prefers hiring them. Mr. Smothers said there was no labor shortage of women as yet, but after the new Pratt & Whitney (over)

12. Post-war outlook for business Mr. Smothers does not believe their Insurance business will ever come back to present level since auto insurance is their field. He believes airplanes will replace autos in postwar period. Co. may take up this phase of Ins. Co. expects to operate with fewer employees because of reduced business. Mr. Smothers said no forecasts could be made because of the changing economic picture.

WB - 42-137

#4. Mr. Swanland, Per. Mgr. interviewed in 1940, is no longer with the Co.

#5- Count of cards in 1940 was 73 men and 94 women. The cards omitted were Adjusters who have legal training. Mr. Smothers thot they should be considered office workers.

Total Payroll (Oct. 1942) = 298 ← {Branch & Field - 70
Special Gov't Assignments - 39 (Gov't Camps)} . included in above
Home Office = 228 total
Main. 8 or 9 (incl.)
4 or 5 women, 3 or 4 men
Lawyers - 12 incl.
Dept. Hds. (incl.)

#6- Co. has lost many more girls than men to defense jobs. Terminations were about 80% female. Women have replaced men in many cases. There were 127 terminations in 1941 and about the same number of hires.

#8.- of business to be reduced by 50% in another 6 mos. Several depts. have been combined since 1940 but Co. now has more employees than in 1940.

#9- There have been 178 terminations thus far in 1942. Terminations are not recorded by sex but Mr. Smothers said about 20% were men and 80% women. There were 174 new employees hired in 1942. Exact number of women unknown but only a few men were hired earlier in year. No men hired the latter part.

#10- To obtain information on all men's Occupational Vacancies since 1940 would require many hours and Co. was not willing to take the necessary time because results are very unsatisfactory & do not reflect the true picture. The vacancies shown were given by Mr. Smothers without going back to records.

#11- age (Cont.) plant opened non-war industries probably would be forced to take older women. He said K.C. had few consumer goods industries closed as yet. Salaries have been increased and turnover at present is lower than a few months ago. Only 2 changes in the last 3 weeks.

1

Insurance - Kansas City

Grand
2193

Central Surety & Insurance Co. - 1737 Mc Gee St., K.C.
(Casualty & Fire)

Mr. ~~C. F. Swanland~~ Smothers, Ass't Sec'y (Per. Mgr.)

Dept.	Firm Job Description	Code	No. employed			Rate of Pay		Changes Made
			Total	Male	Female	Male	Female	
			167 153	73 59	94 94			
Acct'g	Auditor	06	1	1 ✓		300		Auditor left, position not filled, Vice Pres. does work.
	Cal. Mach. Oper.	12	5	5		63 70 85 75 95		Turnover but still have 5 men
	Mach. Bkpr.	08	2	1 ✓	1	100	100	Woman replaced man.
	Hand "	07	1		1		100	4 girls added since 1940
	Posting Clerk	94	1		1		90	
	Entry "	94	1		1		80	
Agency	Auditor	06	1	1 ✓		165		Man left - Vac. not filled. Vice Pres. does job.
	Ediphone Oper	04	1		1		80	
	Steno	02	1		1		120	
Bond	Underwriter	74	3	2 ✓	1	325 350.00	250	One vacancy not filled - Officer of Co. does job.
	Clerk	18	1	1		110		
	File Clerk	15	3	1	2	110	63(2)	
	Typist	03	3		3		70 75(2)	
	Ediphone Op.	04	1		1		85	
	Steno	02	4		4		105 110(2) 125	
Claims	Ediphone Oper.	04	2		2		90 70	
	Record Claim Clerk	3-	1		1		100	
	Claim Clerk	18	2		2		95 85	
	Steno	02	5		5		100 105 130 85 120	
	Typist	03	8		8		95 80 70(5) 75	
	Gen. Clerical	18	1		1		90	
	Claim Checker	5-	2		2		75 100	
	Legal Clerk	18?	3	3		150 125 175		
	Claim Investigator	18?	1	1		130		
	Adjuster (Attny)	00	3	3		300 250 265.00		

1942
15
5 men
10 girls
Turnover high

3
2 girls
1 [illegible] man

15 total
11 women

17 total
9 men

Hired 3 men
Examiner
200.00
exp. men
225.00
250.00

Insurance - Kansas City

Central Surety & Ins. Co.

Dept.	Firm Job Description	Code	No. employed			Rate of Pay		Changes Made
			Total	Male	Female	Male	Female	
Recording Card Making	Typist	03	3		3		75 70(2)	Consolidated dept. 9 typists
Cashier 4 2 men	Asst Cashier	17	1	1		135.00		Should have 4 total 2 men, 1 Steno-Clerk 1 L Bkpr
Kansas City City Dept 4 2 men	Typist	03	1		1		75	2 men - 1 Vice Pres 1 underwriter clerk 160.00
	Steno-Typist	02	2		2		110 80	
Central 3 Index	File Clerk	15	1		1		70	5 girls - Clerks file-typist
Investment 4 - 1 man in field	Steno	02	1		1		145	1 man & 2 girl Steno
General Office	Messenger	16	1	1		80		
	Cashier	17	1	1		210 260.00 now		No change
Printing Supply & Mailing & Misc. 11 total 9 men	Ediphone Oper.	04	1		1		70	This Dept now includes Printing, Supply, Mailing & Misc.
	Typist	03	8		8		63 90(2) 75(2) (3)70 85	
	File Clerk	15	4		4		75(2) 90 85	
	Steno	02	2		2		110 120	
	P.B.X. Oper.	14	1		1		100	
Hollerich	Tab. Mach. Oper.	13	1		1		135	
Policy Register	Cal. " "	24	1	1✓		75.00		Girl replaced man @ 70.00
Mail	Mail Clerk	24	4	1	3	75	63(2) 100	
Policy Issuance	Typist	03	1		1		85	
Printing	Multigraph & Mimeo. Oper.	11	1	1		115.00		Incl. in general Office
"	" "	11	1	1		95.00		
Payroll Cashiers & Inspectors 6 1 man	Payroll Clerk	23	1		1		95.00	3 auditors now 1 man - a [illegible] 100.00
	Auditor 6 inside	06	2	2		175.00 235.00		
Statistical & Tab. 20 total 6 boys Tab Mach	Tab. Mach. Oper.	13	3	3		115 135.00 140		
	Stat. Clerk	18	2	2		142.50 150		
	Cal. Mach. Oper.	12	2	2		95 80		
	Statistician	73	1	1✓		300		Statistician left no replacement Officer took work
	Key Punch	32	5		5		100 70 95 90, 75	
	Typist	03	1		1		85	

Insurance – Kansas City

Central Surety + Ins. Co.

Dept.	Firm Job Description	Code	No. employed			Rate of Pay		Changes Made
			Total	Male	Female	Male	Female	
Supply Stock	Stock Clerk	41	5	5		63 (3) 70, 80		Incl. in Gen Office
	Purchasing Agent	91	2	2		135 215		
	Typist	03	1		1		75	
Underwriting	Inspector	20	1	1				
① Auto. – 16 total 6 men	Underwriter	74	4	3	1	210 185 235^{00} 315^{00}	235^{00}	No change
②	Jr. Underwriter	18	2	2		(2) 120^{00}		
Workers Comp.	Underwriting Clerk	18	8	5	3	85^{00} 75^{00} (2) 100 00 110^{00}	100 110 115	Turnover has
9 total 3 men	Cal. Mach. Oper.	12	1	1		70^{00}		been high in
1 man left. field office replacement	Gen. Cler.	18	2	1	1	85^{00}	70	this Dept.
	Ediphone Oper.	04	4		4		90^{00} 85^{00} 80^{00} 70^{00}	Women have
	Steno	02	4		4		90 125 110 120	replaced men
	Typist	03	5		5		(3) 80 75 95	
	Retail Credit Desk Clerk	3-	1		1		75	
	Cancellation Clerk	X5	1		1		125	
	Head Underwriter	00	1	1		425^{00}		No change
Misc.	Secy to Pres.	01	1		1		140^{00}	at present 5 Matron, Porter + P.B.X

Personnel 2 girl Stenogs.
Cancellation – 3 women
Burglarly + Plate Glass – 4 total – 1 man underwriter, 3 girls
Greyhound Dept – 2 men 1 underwriter 1 Lawyer 1 girl Stenog.
Risk Experience – 7 total, 1 man, 6 women
Special Risk – 2 " " 1 man, 1 woman
Accident Prevention – 2 girls.

Additional Depts. not shown on 1940 cards

(Stat.)

Risk Exper. – 7 total

1 man – Stat.

6 girls

Special Risk – 2

1 man

Central Surety Ins. Co., Kansas City, Mo.

Total Number employed, by Dept, Oct. 1942 (Home Office only)

Dept.	Total	Male	Female	Dept.	Total	Male	Fem.
Total	220	68 male	152 female				
Accounting	15	5	10	Risk Ins.	7	1	6
Agency	-1 2	0	2	Special Risk	2	1	1
Bond	15	4	11	Greyhound	3	1	2
Claims	17	9	8	Burglary & Plate Glass	4	1	3
Recording	8	–	8	Cancellation	3	–	3
Coding	9	–	9	Per. Dept.	3	1	2
Line Card	13	–	13	Claims K.C. Office	6	4	2
Cashier	4	2	2				
K. City Dept.	-1 3 ~~4~~	-1 ~~2~~	2				
Central Index	5	–	5				
Investment	3	1	2				
General Office							
Printing	11	9	2				
Stock & Supply & Main.	8	7	1				
Mailing	4	1	3				
Misc. Porters Matrons P.B.X.	-4 ⑥	-2 ②	1 P.B.X 3 Matrons ~~4~~				
Tabulating	14	4	10				
Statistical	6	2	4				
Filing	13	1	12				
Policy Register	2	–	2				
Field Admin	4	2	2				
Payroll Audit	7	1	6				
Accident Prev.	2	–	2				
Multi & Mimeo	2	1	1				
Auto Underwriting	16	6	10				
Workmen's Comp.	9	3	6				

no train

4

Women's Bureau
U. S. Department of Labor
Washington

Agent Elsie Wolfe
Date Nov 3, 1942
City Kansas City, Mo.

WAR SHIFTS IN PERSONNEL REQUIREMENTS IN OFFICES AND STORES

1. Business Insurance

2. Firm Name Kansas City Fire & Marine 3. Address 301 W. 11th St, K.C.

4. Persons interviewed and positions Mr. Charles Fisk, Office Mgr.

5. Persons employed:

	Scheduled date 10/10/40 Men		Women		October 1942 Men		Women
				– 23.8%			
Office clerical, prof., adm.	21	T 42	21		6	T 32	26
Sales							
Maintenance					1		2
Other				Field	3		

6. Number men lost from October 1940 to October 1942:
For Armed Services 7 33.3 Other reasons 13

7. Number men expected to leave: Remainder of 1942 1 In 1943 None

8. Extent to which war has affected business operations since January 1942: Total Volume of bus. has been about the same as last year altho' auto insurance dropped from 50% of total business in 1941 to 24% of total in 1942 but other fire and marine insurance increased so vol. was approx. same. (over)

9. Resultant effect on:

	Numbers Added	Dismissed	Occupations
Men Employees		8 or 9	Underwriting clerks, Acctg clerks
Women Employees		3 or 4	& Gen. clerical

No men or women were laid off because of voluntary terminations. Otherwise the change in operations would have required a layoff of approx. [number listed above.

These men and women got jobs elsewhere and left Co. – Most of the boys joined the army or navy.

10. Men's occupational vacancies since October 1940:

Vacancies Job No.	Occupations	Rate of pay	Rate of pay of job filled by Advancement of employee in office Men	Women	By outside employee Experienced Men	Women	Beginners Men	Women
1	Tab. Mach. Opr.	80.00		$120.00 – ✓	This woman was a Key Punch Opr. who was very good.	Man was	new & inexperienced	
2.	Underwriter	100.00	No replacement	–	Work divided	among 8 employees	– 4	rec'd raises
3.	Accountant	140	"	"		" "	" 3 girls & Office Mgr.	5.00 & 10.00 raise for girls
4	"	185	(over)			90.00		
5	Underwriter	100	75.00 – Some of his	work was	divided	among other		workers in dept.
7	Tab. Mach. Opr	70	75 – This man left	and #1 girl	now	does work		
8	Underwriter	100	No replacement	– work	divided			
9	Ass't Supvr. in Loss Dept.	100	"	" – work	divided and Hd. of Dept	among 2 girls	who received	5.00 & 10.00 increase

(over)

11. Would firm be interested in experienced Sales & office women displaced in ~~other~~ consumer goods industries? As yet, Co. has had no difficulty in getting young women but if necessary they are willing to take older women who have had experience. Co. is now operating with a min. number of employees.

Age

12. Post-war outlook for business Co. expects to operate with at least as many employees after war as at present, and possibly more. (They believe fire and theft insurance on autos will be kept up by many car owners for next few years.) While Post War Outlook is very uncertain, Mr. Fisk believes that their business will continue

WB - 42-137

#8 (cont.) Co. does not write liability auto insurance only fire and theft.

#8 and #9 A change in operation in 1941 would have necessitated a lay-off but so many left for other jobs that it was not necessary to reduce force. The change had to do with Re-Insurance, ie, this type of policy was discontinued and much less clerical work was required.

Depts. have been combined so that at present there are only 4 depts –

1. Underwriting x Loss (2 men, 4 women)
2. Accounting (1 man, 6 women)
3. Misc – (3 women)
4. Fire Ins. x Brokerage (3 men, 13 women)

#10 – ✓ Some of the work was divided among the 3 girls x Office Mgr. One girl was hired @ 90^{00} per mo to learn the job and later take over the whole task. She had some experience in bkpg in other business place but could not do his work when she came in.

Vacancies (cont.)

Job. No.	Occupation	Rate Pay	Replacements	
10.	In charge of Investment Dept	190^{00}	Replaced by girl in office @ 135^{00} per mo. but she assumed less responsibility than he.	
11.	Tab. Mach. Oper.	105^{00}	Replaced by man in office @ 145^{00}. Young man who left receiving 105^{00} was less experienced and second man had more responsibility.	
12.	Underwriter	95^{00}	No replacement – work divided – less business under new plan of operation	
13.	" Clerk	70^{00}	No replacement	Would have lost jobs if they had remained due to curtailment of business (Re-insurance)
14.	" "	70^{00}	" "	
15.	" "	85^{00}	" "	
16.	Acct'g Clerk	90^{00}	" "	
17.	Tab. Mach. Oper	145^{00} ✓	Replaced by girl in office @ $\$120^{00}$	
18.	Auto Underwriter	$\$175^{00}$	No replacement – Ass't Mgr. does his work.	
19.	Fire Ins. "	130^{00}	" " – Work divided.	
20.	Rate x file Clerk	75^{00}	Replaced by boy in office @ $\$72^{00}$ (Now leaving)	
21.	Acct'g Clerk	70^{00}	No replacement (Less work)	
22.	Inspection Rate Clerk for Engineer	165^{00}	" " (Engineer does work)	

Kansas City Insurance

Victor 1230
Monday or Tues

1

Kansas City Fire and Marine Ins., 301 W. 11th St.

Mr. Charles Fisk, Office Mgr.

10/10/40

Dept.	Firm Job Description	Code	No. employed			Monthly Rate of Pay		Changes Made
			Total	Male	Female	Male	Female	
Total			42	21	21			
Underwriting Nov. 1942 Total 6 2 men - 1 leaving soon 4 girls	Rate Clerk - Cal. Mach. Oper.	12		2 ✓	✓	(2) 70^{00}		✓ Left - work divided
	Mgr. of Dept.	00		1		200^{00}		No change
	Register Clerk x Steno.	3-			1		60^{00}	
	Policy Writer Survey Clerk	03			1		80^{00}	
	Map Clerk - Spots map indicating amt of Ins.	3-		2 ✓		(2) 70^{00}		✓ 1 left - no replacement 1 Leaving soon
Investment	Dept. Hd. x Per. mgr.	00		1 ✓		165^{00}		Left ✓ - replaced by girl @ 125
Marine	Underwriter	74		1 ✓		100^{00}		✓ " - Some of work divided. Another hired @ 75^{00}
Loss	Mgr. of Dept. Settles Claims	75			1		115^{00}	Combined with Underwriting
"	Loss Clerk x Codes Loss Checking	18		1		75		
"	Steno - Typist	02			1		60 ✓	
Fire	Inspection Rate Clerk for Engineer	75		1 ✓		140^{00}		Left ✓
"	Rate Clerk (Cal. Mach. or Compt.)	12		1 ✓	2	70	77^{50} 75^{00}	Left ✓
"	Underwriter	74		2 ✓		100^{00} 130^{00}		Left ✓
"	Dept Mgr.	00		1		250^{00}		No change
Fire Inspection	" "	00		1		292^{50}		" "
Fire	Record Clerk	3-			2		105 100	
"	Steno	02			1		82^{50}	
"	Checker	5-			1		85	
"	Ass't Mgr.	20			1		117^{50}	
"	Claim Clerk	18			1		106^{50}	
Filing	File Clerk	15		1 ✓	1	65^{00}	60	✓ Left - Replaced by girl
Acctg Total 7 1 man 6 girls	Mach. Bkpr.	08		1 ✓		105^{00}		Left ✓
"	Tab. Mach. Oper.	13		1 ✓		70^{00}		"
"	Accountant	06		1 ✓		170^{00}		Left
"	Hand Bkpr. In charge	07		1 ✓		115^{00}		"
"	Tab. Mach.	19		1 ✓		145^{00}		Left - Replaced by girl @ 120

Kansas City Insurance

Kansas City Fire and Marine Ins.

Dept.	Job Title	Code	No. employed			Rate of Pay		Changes Made
			Total	Male	Female	Male	Female	
Acctg	Mgr. of Dept	00		1		250.00		No change
"	Steno-Clerk	02			1		60	
"	Key Punch	32			2		70 85	
"	Secy	01			1		110.00	
Re-insurance	Re-insurance Clerk (Supplies data on Ins. policies)	X6			1		100	Re-Insurance discontinued
Gen.	Steno-typist	02			2		50¢ hr - P.T.	No P.T. 11/42
" 3 girls regular	Steno	02			1		85.00	

Women's Bureau
U. S. Department of Labor
Washington

Agent S. A. Wunder
Date 5 Nov., 1942
City Kansas City

WAR SHIFTS IN PERSONNEL REQUIREMENTS IN OFFICES AND STORES

1. Business Montgomery Ward Mail Order

2. Firm Name Montgomery Ward 3. Address 6200 St. John St.

4. Persons interviewed and positions Mr. H. F. Dysart, House Comptroller

5. Persons employed: Scheduled date Oct. 1940

	Men	Women	October 1942 Men	October 1942 Women ✓
Office clerical, prof., adm.	66	661 – T. 727	~~66~~	~~661~~ – ~~727~~
Sales	Impossible to break down without			
Maintenance	spending too much time on it.			
Other				

(Figures incomplete, had to estimate from incomplete records. Also reorganization results in different depts. from 2 years ago. Really many more F., now 73% of total employees.)

6. Number men lost from October 1940 ~~to~~ N.R. October 1942:
For Armed Services Sept. 1942 only — 35 M. 12/ Other reasons Don't know.
Don't know how many for entire period.

7. Number men expected to leave: Remainder of 1942 Nobody knows In 1943 Nobody knows

8. Extent to which war has affected business operations since January 1942: Increased volume, would have been still greater except for reduction of consumers' goods. Have changed from hard lines (storm sash, farm ~~[illegible]~~ implements etc.) to fashion, house furnishings, jewelry; also to more expensive merchandise; Numbers dolls @ $22; jewelry $35 Occupations watches.

9. Resultant effect on: Added Dismissed
Men Employees Yes, but N.R. on how many / N.R.
Women Employees " " " " 3/ Foreseeing departure of M. into armed forces, firm adopted policy a year ago of replacing M. with F., giving training & promotion to those already in organization, giving same pay for same work, according to wage scale & experience.

Training

10. Men's occupational vacancies since October 1940:

For Sept. 1942 only

Vacancies 5/ — Rate of pay of job filled by — Advancement of employee in office 5/ — By outside employee

N.R. on Rate of Pay — Not available for individuals, without many hours of search.

Job No.	Occupations	Rate of pay	Advancement of employee in office: Men	Advancement of employee in office: Women	By outside employee, Experienced: Men	By outside employee, Experienced: Women	By outside employee, Beginners: Men	By outside employee, Beginners: Women
1	Billing mach op.	N.R.	Boy					
3	Packing clerks	"	—	F				
1	Traffic "	"	—	F				
16	Division operating	"	—	F.				
2	Central repairs	N.R.	—	—	M. from outside			
1	Stock control clk	"	—	F				
2	Stock record clks	"	—	F.				
~~1~~	Time payment clk	"	—	F				
~~3~~	elevator, 1 maintenance, 2 cafe	—	—	—	M. " "			

clerical 27

11. Would firm be interested in experienced women displaced in other goods industries? Of course, but no experienced F. available in K. C. Recent tour of nearby towns showed existence of F. who had never worked. Firm is not worried because it has long waiting list, & many applicants — In 2 weeks recently 1000 applicants, many with some but not a great deal of experience. 4/

12. Post-war outlook for business Probable expansion, tho' nobody really knows

✓1 Total employees now 2,697, of whom 642 are M., and 2,055 F. This includes mail order, sales, maintenance, and all. It would take hours and hours to break down. No time for that.

✓2 The 35 drafted in Sept. 1942 were as follows: — 27 clerical
1 billing mach. op., 3 packing clerks, 1 traffic, 16 division operating, 2 central repairs, 1 stock control, 2 stock records, 1 time payment, 3 elevator men (Negro), 1 maintenance, 2 cafe, 2 N.R.

✓3 2 F. department heads, never in such jobs before, with responsibility for planning, making budget, and handling
* personnel — in mail opening @ $40 per week, & package opening @ $46 per week depts.
Also now 30 F. unit heads in time payment dept., responsible for passing credit and collecting time payment accounts.
12-15 F. too as assistants in ~~Asst~~ Div. Mdse. Mgt., rebuying, keeping stock and placing blanket orders in Chicago.
Some stock men replaced by F., but M. still there to lift heavy cases; get $25-30 while in training for 2 months, then $30-$40.

Training

* These 30 F. not in these jobs many months, have to start at beginners' rate for the job $30-$40, but with experience will soon get more, in accordance with scale paid M. on these jobs.

Training

✓4 Everyone they hire has to be trained in their methods. What would help tho' would be for government to get vocational schools to train comptometer operators, + bookkeeping machine operators, and to train F. in management technic, especially in planning, and importance of being objective and impartial. F. have had no opportunity in past for rounded out experience essential to a good executive, but training for executive job would help them.

✓5 Impossible to get specific rates without many hours of research because as soon as a person leaves, his card goes into dead files. It is however accepted policy that F. be paid same rate as M. if she does same work and has experience.

Do not use, 1940 ~~attempt~~ to compare with futile — reorganization has made too many changes in departments set-ups. S. A. W.

Montgomery Ward — 6200 St. John

Chestnut 5300 — Mr. Dysart, House [illegible] — ~~Mr. Brady~~ Stevens, ~~Personnel~~

Retail 5 M. — (36 F) T. 41

Mail Order 66 M. (661 F) T. 727

Miss Regian, secy.

Dept.	Firms Job Description	Code	No. of M.	Rate of Pay M.	
Accounting	Bonus Auditor	45	1	1-$22 per wk.	now 4 M — T. 23, leaving 19 F. now in Accounting dept.
	Supervisor	19	1	1-30 " "	
	Accountant	06	1	1-33 " "	
Accts. Pay.	Dept. Head	19	1	1-36 " "	now. 4 M. — T. 31, making 27 F. in Accts. Pay.
Adjust.	Technical Corresp.	05	3	1-.55 per hr.	12 M. — T. 159 — 147 F.
				2-.61 " "	(Incl. Sales engineering now a days)
	Technical-Information clerk	75	6	1-.55 " "	
				5-.61 " "	
	Asst. Dept. Head	19	1	1-.70 " "	(28.00 per wk.)
	Prof. Attn. Corresp.	05	1	1-.83 " "	
	Super.	19	1	1-.875	(35.00 per wk.)
	Super.-Dept. Head	19	1	1-1.10 " "	(44.00 per wk.)
Central Rpr.	Messenger	16	1	1-.32 " "	Same
Credit Order	Working Supervisor	19	1	1-.48 " "	2 M. T. 23, making 21 F.
	Asst. Dept. Head	19	1	1-25 per wk.	
H C	Messenger	16	3	1-.30 per hr.	N.R.
				2-.35 " "	
Mgt.	Secretary	01	1	1-27 per wk.	Same number
	Super.	19	1	1-49 " "	"
Multigraph	Mult.-Opr.	11	1	1-.52 per hr.	"
Operating Audit	Audit Clk.	45	3	1-.48 " "	4 M. — T. 9, making 5 F.
				1-.57 " "	
				1-36 per wk.	
	Supervisor of Audit Clerks	19	1	1-46 " "	✓
Package Opening	Return Analyst	72	1	1-.48 per hr.	— F. only now — Dept. head F. + $0.50 under her F.
	Technical Analyst	72	1	1-.58 per hr.	— F. "
OK Service Order	Super.	19	2	1-26 per wk.	Same number
				1-40 per wk.	
	Asst. Super.	19	1	1-38 per wk.	"

②

Montgomery Ward (cont.)

Dept.	Firm's Job Description	Code	No. of M.	Rate of Pay M.	
Pricing	Tch. Information Clerk	39	1	1-.55 per hr.	1 M., balance F.
	Forward File Cl.	15	3	1-.54 " "	
				1-.61 " "	
				1-.70 " "	
	Ass't. Dept. Hd. - Adjuster	19	1	1-37 per wk.	
Sales Engineering	Correspondence Clerk	05	1	1-.48 per hr.	Now included in Adjustment Dept. - see above
	Correspondent	05	7	1-.50 " "	
				1-.52 " "	
				1-.57 " "	
				2-.60 " "	
				1-.625 " "	(25.00 per wk.)
				1-.63 " "	
Time Pay	Order Chkr.	40	1	1-.42 " "	9 M - 105 T., making 96 F. Replaced 15 M. with F. + put 15 F. in places of 15 other M. transferred to vacancies in other depts. F. are unit heads now responsible for passing credit and collecting time payment accounts. Earn $30-$40 per week. ✓
	Credit Censor	61	2	1-.42 " "	
				1-.58 " "	
	Still here M. Dept. Superv.	19	1	1-36 per wk.	
Time Pay Accnt. Acctg.	Unit Head	19	7	4-25 " "	
				3-28 " "	
Traffic	Rate Clk.	90	3	2-23 " "	1 F. replace 1 M. drafted. She gets $29/wk range on this job, $28-$36. 6 M - T. 13, making 7 F. now (2 mgrs)
				1-34 " "	
	Order Office Service	45	1	1-25 " "	
	Ass't. Claims Investigator	75	1	1-31 " "	

In reorganization F. now head of mail opening dept., over 40-50 F. ✓

Now also 12-15 F. ass'ts ~~to asst~~ in Mdse mgt. Div. - re buy, keep stock, place blanket orders in Chicago. ✓

21

Women's Bureau
U. S. Department of Labor
Washington

Agent S. R. Wrundee
Date 12 Nov., 1942
City Kansas City, Mo.

WAR SHIFTS IN PERSONNEL REQUIREMENTS IN OFFICES AND STORES

1. Business Mail order

2. Firm Name Sears Roebuck 3. Address 1500 Cleveland

4. Persons interviewed and positions Mr. C. C. Mason, Personnel Mgr.

5. Persons employed:

	Scheduled date Oct. 1940 Men	Women	October 1942 Men	Women
Office clerical, prof., adm.	34	562 T. 596	34 (same as before in 1940)	562 T. 596
Sales				
Maintenance			466	938 T. 1404
Other				

6. Number men lost from ~~October 1940~~ Jan. 1, 1942 to ~~October~~ Nov. 1942:
For Armed Services 125 from Total payroll 9 from office replaced by F. + others, 1/4 Other reasons N.R. on those to defense, except for 4 maintenance M.

7. Number men expected to leave: Remainder of 1942 No idea In 1943 No idea

8. Extent to which war has affected business operations since January 1942: Increased volume of small sales, in order & balance decrease due to elimination of refrigerators, washing machines, radio, auto accessories, electric appliances, plumbing and hardware.

9. Resultant effect on:

	Numbers Added	Dismissed	Occupations
Men Employees	N.R.	N.R.	High turnover among young M., especially in warehouse (2)
Women Employees	N.R. on number		Many F. now on sorting & packing, lifting baskets on & off conveyors. Methods studies show that F. can be used on jobs formerly tho't too heavy which, often without change, are found not to be heavier than other jobs always done by F.

higher total increase in business.

10. Men's occupational vacancies since October 1940:

Vacancies: Job No.	Occupations	Rate of pay	Rate of pay of job filled by: Advancement of employee in office: Men	Women	By outside employee: Experienced: Men	Women	Beginners: Men	Women 3 ✓
1	Auditing messenger	.38 per hr.						.42 per hr.
6	Mail sorters	2@.355						.425
		2@.425						.45
		2@.45						.45
1	Typist	.38		.45				
1	Supply messenger	.33						.40

11. Would firm be interested in experienced women displaced in other goods industries? Not hard hit yet, still get many applicants, but list not much good after 1 week. If not hired within that time, they've found jobs elsewhere. Do take some older people, depends on individual. Need is for people who move fast, to keep up with conveyor*

12. Post-war outlook for business Reminds of story of Scotchman who got out of train to London at every station, then boarded it again. When asked why, explained that he had heart trouble, might drop dead, so was buying tickets only from 1 station to the next. Same way with business now.

*conveyor belt system used so much, as in sorting, packing, weighing & billing, etc.

WB - 42-137

✓1 Total payroll now 1500 F., + 500 M. = Total 2000

Normally total is 1500

This increase due not only to increased volume of training small sales, but to need of having extras in training to replace those expecting to go. Total for office however is same as before, due to reorganization & rearrangement. Principal change there is that now all messengers are F., and so are inspection correspondents. Policy is equal pay for same work. At present beginning rate for boys is 45¢ per hr., and for girls 40¢, because work is so subdivided now that boys do the heavy lifting of merchandise. All wages have gone up at least 15%.

✓2 Restlessness, especially among young M., very natural now, when older M. wish they could get to fighting front. Personnel mgr. very sympathetic with young folk – his own boy enlisted in tank corps 1½ yrs. ago.

✓3 Messengers, now almost entirely girls except in handling heavy goods, start @ .40 per hr., or $\$16^{xx}$ per week. After 1 or 2 months depending on efficiency, they are raised to .425, then to .45 per hr. or $\$18^{xx}$ per week. Those who are ambitious and have more than grade school education are promoted to other jobs. Many who haven't had more than grade school seem content to stay as messengers. Mr. Mason always encourages bright, clerical F. to study comptometer, because useful in many jobs tho' used only part of time. Formerly company required high school education for most of its employees except for heavy, manual work, but no such requirement now, tho' applicants as a rule are still of fair quality.

✓4 Impossible to tell which M. had been replaced by M. without going back to find out who held job on our list 2 years ago. Some have been replaced several times by M.

Sears Roebuck

34-56$\overset{M.}{}$$\overset{F.}{2}$ - T596

Dept.	Firm's Job Description	Code	No. of M.	Rate of Pay M.	
Auditing	Messenger	16	1	1-.38 per hr	✓ Replaced by F. .42 - .45 per hr., begin at .40, after 1 or 2 months, .42 & .45
	Audit Clerk	45	1	1-.65 " "	Still M. @ 15% increase
	Jr. Accountant	06	3	1-.70 " "	" "
				1-.73 " "	" "
				1-.75 " "	" "
Bookkeeping	Jr. Accountant	06	1	1-.75 " "	" "
Collection & Credit	Technical Advisor & Correspondent	05	1	1-.80 " "	Still M. @ "
	Correspondent	05	1	1-.95 " "	" " "
Mail	Sorter	18	6	2-.355 " "	✓ Replaced by F. { 3 months ago, began @ .425, now getting .45
				2-.425 " "	✓ " "
				2-.45 " "	✓ " "
	Typist	03	1	1-.38 " "	✓ " " @ .45
Merchandise	Sign up & Sorter	18	2	1-.38 " "	Still M. @ 15% increase
				1-.425 " "	" "
	Sign up & Adjuster	75	3	1-.425 " "	" "
				1-.50 " "	" "
				1-.60 " "	" "
Merchandise (Farm Implement)	Correspondent	05	1	1-.80 " "	" "
Methods & Time Study	Time Study	2	1	1-.65 " "	Still M. — " "
	Methods Study	2	2	1-.70 " "	" " " "
				1-.75 " "	Replaced by M. @ .875 per hr.
Service of Supply	Messenger	16	1	1-.33 " "	✓ Replaced by F. @ .40
	Sup. Corres.	05	1	1-.65 " "	Job discontinued, such work always done temporarily by contingent groups.
Store Room	Multigraph Oper.	11	1	1-.65 " "	Still M. @ 15% increase
Tabulating	Tabulator	13	1	1-.50 " "	" " "
Traffic	Jr. Rate Clerk	90	1	1-.65 " "	" " "
	Rate Clerk	90	2	1-.775 " "	" " "
				1-.90 " "	" " "

Sears Roebuck

Dept.	Job.	Code.	No. of m.	Rate of Pay	
~~4~~	~~Asst. Scheduler~~	~~19~~	~~1~~	~~.90 per hr.~~	shouldn't be counted an executive wh
6	Tech. Corres.	05	1	.655 per hr.	Still Avg 15% more
243	Corres.	05	1	.65 per hrs.	" " "

Montgomery Ward

~~74~~	~~Sa. Messenger~~	~~16~~	~~1~~	~~.35 per hr~~

Sears Roebuck – 34 men
Montgomery Ward – 65 men

no Tham

3

Women's Bureau
U. S. Department of Labor
Washington

Agent Elsie Wolfe
Date Nov. 11, 1942
City Kansas City, Mo.

WAR SHIFTS IN PERSONNEL REQUIREMENTS IN OFFICES AND STORES

1. Business Wholesale and Retail Auto Supply (Listed with Nat. Chain & Mail Order stores in 35 states.)

2. Firm Name 3 Western Auto Supply Co 3. Address 2107 Grand St.

4. Persons interviewed and positions (over) Mr. Hutchings, Pres. and Mr. Kelly, Comptroller.

5. Persons employed:

	Scheduled date 10/17/40 Men	Total	Women	(over) October 1942 10/31/42 Men	Total	Women
Office clerical, prof., adm.	86	442	356	51	480	429
Sales 8 stores in Met. Kansas City				56	80	24
Maintenance None in K.C. office				-		
Other (Warehouse) There are 16 female clerical workers in Warehouse which are incl. above				109	123	14 order pickers

6. Number men lost from October 1940 to ~~October~~ Nov. 1942:
For Armed Services Office - 12 / ~~Sales~~ - 24 / Warehouse 12 } 48 in K.C. (over) Other reasons No record (over)

7. Number men expected to leave: Remainder of 1942 18 Armed Services In 1943 No number "Not many" - will depend on number of married men taken. Co has only a few boys 18, 19 years old

8. Extent to which war has affected business operations since January 1942:
Volume of business has decreased 1/3 since March 1942. From 1940 to Mar. '42 there was a large increase. 200 dealers thruout country have been closed (over) Method of handling Accounts Receivable was changed in Feb. '42. This

9. Resultant effect on:

	Numbers Added	Dismissed	Occupations
Men Employees	0	0	Stores are operating with an average of 1 less person (man) per store
Women Employees	0	0	

(over) Altho' there has been a big decrease in business no one has been laid off because turnover was so high that terminations

10. Men's occupational vacancies since October 1940: (no record kept.)
(See attached sheets)

Vacancies		Rate of pay of job filled by						
			Advancement of employee in office		By outside employee			
					Experienced		Beginners	
Job No.	Occupations	Rate of pay	Men	Women	Men	Women	Men	Women
24 women	Sales	Co.	policy is	to upgrade	employees		from	within Co.
14 "	Order fillers	Therefore	women	are	moved	up	and	new
1 "	Copywriter	ones hired	in all	jobs	except		Technical.	Wages
1 "	Designer	have	increased.	25 30% since	1940.		Women	rec. same
5 or 6 "	Group Superv.	pay	as men	if they	take	over	their jobs.	
2 "	Mail Clerk							
2 "	Mimeograph							
No. number	All types Cler.							

11. Would firm be interested in experienced sales & office women displaced in ~~other~~ consumer goods industries? Co. prefers mature women particularly in sales capacity. The women sales employees are doing very well considering their lack of experience with auto parts. President & Comptroller stated that women were

12. Post-war outlook for business
The Co. expects a increase in business after the war. More new products will be added probably. For the duration Co. expects to keep busy on repairs & replacements altho' volume of bus. will likely decrease.

WB - 42-137

Mr. Humphreys, Pres. in 1940, died last week. Mr. Laws, former Comptroller, is now Vice Pres.

#5- Number employed:

		Men	Women	Total
Kansas City	Home Office -	√ 47	393 ✓	440
" "	Sales Offices -	4	20 ✓	24
" "	Warehouse -	109	^{2}√ 30	139
	a. Clerical -	0	16 ✓ Warehouse (Cler.)	
	b. Order pickers	109	14	
	c. Other		0	
K.C. Stores (8)				
	Sales people —	56	^{2}√ 24	80

√ There are 12 buyers who are not included.

^{2}√- Women were never used in Warehouse or Stores prior to 1942 but are doing a fine job, according to Pres. & Compt.

(Cont.) #6- (1) A total of 700 men have been lost to the Armed Services in entire Co. personnel of 7500 employees in U.S.

(2) No record has been kept of terminations. Co. has no regular Per. Dept. or Mgr. Each Dept. Hd. does own hiring.

#7 (cont.) Co. does not expect to lose many more office men. Turnover in warehouse is always high. Replacements are women and older men. If necessary some mechanical equipment will be installed in warehouse so that more women can be used.

#8 (cont.) work is now done in the field and traveling auditors check acc'ts in individual stores. About 90 to 100 employees were hired in this dept prior to the change. Now only 9 or 10 required in home office for this Dept.

#9- more than equaled the number not needed. A one-third decrease in business does not mean that Co. could get along with 1/3 less employees. The office workers in the Acc'ts Rec. Dept., who did not leave either for Armed Services or Defense jobs, were transferred to other depts. - Great many left for better jobs. The women who have been added have been for replacement of men. Stores are running with an average of one less employee due to decreased business. However, some new products are being added to take place of the depleted supply of auto accessories.

#11- doing better work than men as Order pickers. More and more difficulty is being experienced in recruiting & hiring women - a change has taken place in last 2 weeks. Co. has no objection of hiring older women if they can do the work. Co is willing to do anything to help win the war and are not antagonistic to Defense Industries who ~~are~~ taking many of their employees. "Can not meet the Wage differential of Plant".

Western Auto

72 M. - 331 F. - 403 T.

Dept.	Firm's job description	Code	No. of M.	Rate of Pay M. per week	Changes Made
Accounting	Messenger	16	1	1-14	Boy has job - min. rate 16 00 (Messengers) with increase in 2 to 4 wks.
	Coding clerk	82	1	1-16	" " " - Rate higher
	Mach. Bkkpr.	08	1	1-18	Woman has job - rate now higher
	Entry clerk	94	1	1-19	" " " " " "
	Statistical clk	18	1	1-135 per month	No change.
	Hand Bkkpr	07	1	1-150	Turnover but m.
	Accountant	06	2	1-250	No change - (married but in
		06	~~1~~	1-350	" " draft age so may go)
Advertising	Stock clerk	41	1	1-13 per week	Man has job - Increase in rate of pay
	Sorting + filing clk	15	1	1-22	Woman replaced man
	Clerical	18	1	1-20	Woman " "
	Consumer research	19	1	1-200 per month	No change
Br. Reserve	Shipping clk	42	1	1-16 per week	2 boys at present - physically handicapped
Credit	Office boy	16	1	1-13	Turnover but boy has job - min rate is 16 00
Acct's Receivable	Bkkpg mach. posters	08	14	2-15	Dept. closed. All employees transferred or gone to other jobs.
				1-16	
				1-17	
				1-18 50	
				2-19	
				3-20	
				4-21	
	Correspondent	05	8	1-24	2 correspondents left
				1-27	
				4-29	
				2-30	
	Group supervisor	19	1	1-170 per month	No change
	Ass't Dept. head	19	1	1-190	In Navy now - No replacement
	Dept. head	19	1	1-400	No change

Western Auto

Dept.	Firm's job description	Code	No. of M.	Rate of pay M.	
Mailing	Mail clerk	18	1	1-15 per week	Messengers carry mail bags
	Receiving "	94	1	1-18	2 women work part time on receiving & part on outgoing
Mimeograph	Mimeog. op.	11	1	1-15	
	Multilith op.	11	3	1-15 1-16 1-18	2 boys and 2 girls are now in this dept.
	Mimeog. op.	11	1	1-18	
	Group supervisor	19	1	1-20	Women replaced men - rate higher than 1940
	" "	19	1	1-22	" " " " "
Invoice	Checker ?	93	2	1-13 1-14	? Two office boys.
	Correspondence clk ?	18	1	1-15	?
	Dept. head	00	1	1-200 per month	No change - older man
Pricing	Record clerk	94	1	1-135	" " " "
	Statistical "	18	1	1-155	" " " "
	Group supervisor	19	1	1-200	" " " "
Recordak	File clerk	15	1	1-13 per week	2 boys in this dept.
	Recordak op.	11	2	2-13	
Supply & Equipment	Stock record clk	41	1	1-15^{50}	Some replacement by women here but just which jobs did not know. (3 men left in dept.)
	Invoice control "	93	1	1-16^{50}	
3 men at present	Stock record clk	41	1	1-17	
incl. dept. hd.	Correspondent	05	1	1-19	
	Ass't dept. head	19	1	1-72^{50} per month	No change
Tabulating	Key punch op	32	1	1-18 per week	Woman has replaced man
	Tabulator	13	1	1-23	Man still has job
	Dept. head	19	1	1-180 per month	" " " "
Traffic	Claims clerk	75	2	1-19 per week 1-27	(See next sheet)

Kansas City

Dept.	Firm's job description	Code	No. of M.	Rate of pay of M. month	Changes Made
Traffic (Cont.)	Rate clerk	90	5	2-160 per 1-180 2-210	At present there are 4 men in traffic dept— all old railroad men. "Never were more in that dept."

Women's Bureau
U. S. Department of Labor
Washington

Agent S. A. Wunder
Date 6 Nov., 1942
City Kansas City, Mo.

WAR SHIFTS IN PERSONNEL REQUIREMENTS IN OFFICES AND STORES

1. Business National Chain Store

2. Firm Name Gt. Atlantic & Pacific Tea Co. 3. Address 1208 Wyandotte St.

4. Persons interviewed and positions Mr. Baker, Office Mgr.
Also Mr. Pierce, District Mgr.

5. Persons employed:

	Scheduled date Men	Scheduled date Women	October 1942 Men	October 1942 Women
Office clerical, prof., adm.	10	31 - T. 41	10	41 - T. 51
Sales				
Maintenance				
Other				

{ 1200-1500 T., for 75 stores, warehouse & bakery. 60 % M. now, but will drop, more F. will be added.

6. Number men lost from October 1940 to October 1942:
✓ For Armed Services 80 Total employees Other reasons Don't know, but very few
Only (1) from office (see below, 10.)

7. Number men expected to leave: Remainder of 1942 No idea, except that in next 3 months 15 store managers may go. In 1943, No idea

8. Extent to which war has affected business operations since January 1942: Some increase in volume; some shift in brands of foods; reduction of coffee to 65 %.

9. Resultant effect on:

	Numbers Added	Numbers Dismissed	Occupations
Men Employees			
Women Employees	N.R. except slight increase in F. as indicated in 2		F. Checkers cashiers - in future also store managers

10. Men's occupational vacancies since October 1940:

Vacancies Job No.	Vacancies Occupations	Vacancies Rate of pay	Advancement of employee in office Men	Advancement of employee in office Women	By outside employee Experienced Men	By outside employee Experienced Women	By outside employee Beginners Men	By outside employee Beginners Women
1	Office manager	N.R.	N.R. except	that	Mr. Baker	said	he had	done well
			by coming	back to	this job	which	had formerly	held.
	(Not on our	list)	His most	recent	job, 3	years	sales promotion	for
			coffee in	Chicago	office	was	eliminated.	

11. Would firm be interested in experienced women displaced in other goods industries? If any are available. Most likely to have to take those without experience, or with no recent experience.

12. Post-war outlook for business Who can tell? Probable expansion but impossible to imagine the new world, with air transportation highly developed etc.

WB - 42-137

1√ Majority of the 80 M. in armed services were from sales force.

2√ Firm is planning to replace those 15 store managers by F. Already hiring and training mature F. with some experience if they can be found, like the married F., college graduate, children in school, who had held responsible job before marriage, still young enough to be quick and on the alert.

Firm has already replaced a number of checkers in stores with F. Also a few cashiers who will probably be promoted to manager's job if he is drafted.

In a district where much of marketing is done by Negro maids, now Negro salesgirl for fruit & vegetables, proving satisfactory, will extend.

The only 2 F. who left were 1 married comptometer op. who decided to stay home; 1 PBX who went to defense plant.

Ave. wage rate for office F., 5 day week, is $27 or a little more. Comptometer operators get $26-30 per week; book keepers get $30; stenographers, $35.

Gt. A. & P. Tea Co.

M. 10; F. 31; T. 41

Total 51 now, 1942

Dept.	Firm's job description	Code	No. of M.	Rate of pay M. per week	Changes Made
Accounting	Accountant	06	1	1-56	No change
	"	08	1	1-68	
Mail	Messenger	16	1	1-18	
	Mail clerk	24	2	1-28	
				1-31	
Purchasing	Ass't buyer	91	1	1-45	
Sales	Ass't sales mgr	19	1	1-65	
Store	Invoice clerk	93	1	1-31	
Traffic	Ass't traffic mgr	20	1	1-39	
	Traffic mgr.	20	1	1-65	

Only M. drafted = Office Mgr. (not on above list.) (Mr. Baker, replacement, was 3 yrs. in Chicago office)

Majority (of office M. are) older M. w. children.—

No Train

1

Women's Bureau
U. S. Department of Labor
Washington

Agent C. G. Hager
Date 10/30 & 11/2/42
City Kansas city, mo.

WAR SHIFTS IN PERSONNEL REQUIREMENTS IN OFFICES AND STORES

1. Business Newspaper -

2. Firm Name 4 The Kansas city Star 3. Address 18th & Grand

4. Persons interviewed and positions Mr. Earl Mc Collum President - Miss Va. Tanner cashier

5. Persons employed:

	Scheduled date over - Men	Women	October 1942 Men	Women
Office clerical, prof., adm.	264 405 over	141	258 396 -4.5	144 2.2 +2.1
Sales				
Maintenance			Over	
Other	over			

6. Number men lost from October 1940 to October 1942:
For Armed Services 69 estimated (over) 2 Other reasons N. R. This would have taken hours to work up - could not get this - Have lost some male & In female to defense work -

7. Number men expected to leave: Remainder of 1942 N. R on this - many are enlisting and so can't give a very good answer - Probably 20 | 1943 If 20 go in 1942 will not leave many more to go in 1943 -

8. Extent to which war has affected business operations since January 1942:
See second sheet.

9. Resultant effect on:

	Numbers Added	Dismissed	Occupations
Men Employees	2 may not go	See second sheet.	
Women Employees	5 stact	None	

10. Men's occupational vacancies since October 1940:

Vacancies			Rate of pay of job filled by					
			Advancement of employee in office		By outside employee			
					Experienced		Beginners	
Job No.	Occupations	Rate of pay	Men	Women	Men	Women	Men	Women
1	el op	70.00			75.00	(old man)		
1	el op	70.00			75.00	" "		
1	el op	70.00	(This is now	el op. & Watchman)	100.00	younger man.		
1	reporter	120.00				120.00	young women	
1	reporter	130.00				135.00	" " "	
1	collector	110.00			115.00	an older man.		

11. Would firm be interested in experienced women displaced in other goods industries? No - Co. is not yet having any difficulty in getting employees but may later - Is taking on any specially good applicants & trying to build up a reserve - Took many of K.C. Journal employees in order to have people with newspaper experience -

12. Post-war outlook for business Believes we will always have newspapers. Is planning to give jobs to all men as they return - Increased business such as adv. etc will likely enable co. to do this with no difficulty - Also will again continue services now curtailed due to war.

WB - 42-137

5✓- Miss Tanner had a record of inf. taken in 1940 - at that time no [illegible]ministrative were taken, nor were about 40 reporters, editors & copy desk men taken - On the actual clerical or office workers were included.

The latest available figures incl. office clerical, prof. & adm. by sex is 4/15/42. So these figures are given here. There have not been so many changes since - but some of course.

	5/15/1940 Male	5/15/1940 Female	4-15-1942 Male	4-15-1942 Female
Office clerical, prof, adm	264✓	141✓	252✓	144 ✓
Reporters, editors, copy desk men	38	1 editor 2 reporters	58	7 4 reporters 3 editors
El op -	3	—	2 el op 1 watch & el op.	

Between 5/1940 & 4/1942 The K.C. Journal went bankrupt & so K.C. Star had increased business -

[redacted]

6 3-

This includes el. op. reporters, adv. men.

K. C. Star - Page 2 From talk with Mr. McCollum Pres of co

#8 -

Mr. Mc Collum ~~seems~~ to have taken a definite practical stand on this - Early in 1942 - called in all dept. heads & went over every phase of the work - cut out every useless detail possible - cut down the size of the paper, and discontinued some sections - by this at once, cut down on use of paper by 70% - general business has increased over 1940, due to increased population & activity -

used to have a great lay out of sales records - so a representative of paper could go to various industries & tell them just how the sales in their industry were going - kept these records on many commodities - cut this work out completely - Thereby releasing

3 male representatives - (high salaried men)
1 male typist - 2 female typists
1 Male stenog - 1 clerk female
1 steno female

to other depts - no one was dismissed - were absorbed in various depts where needed due to vacancies -

Discontinued all National adv - releasing 3 girls & probably 10 men -

(2 girls typists & clerks)
1 girl steno
3 girls in other depts -

10 men -
outside solicitors 4 - left -
ad writers 3 - now in other depts
gen'l clerk in dept 1 - " " " "
steno 1 " " " "
1 file clerk 1 " " " "

The 4 solicitors worked in other depts. till left, or enlisted or drafted -

By cutting down on all unnecessary work - and by rearranging work have had no special labor problems - as the K. C. Journal went out of business (N. R. exact date) co. was able to get some experienced newspaper help -

Co. has more women reporters than ever before (doing nicely) -

Traditionally always had office boys - now have office girls for day work, & office boys for night work -

#9 N. R exact no. added but probably 2 men, 5 women - Men are messengers (young) & Book keeper (older man) - girls are ad taker, typists, Bookkeeping mch op. younger women

K.C. Star P. 3. -

Employment -

As labor becomes more scarce "may have to cut further into services of paper" - "Will have to move to women, or men who are deferred." So far no great difficulty" - "where formerly got 50 answers to an ad - now get 10-15" - "However, we're not as badly off as Montgomery Ward" - "Well, we believe we offer more" - "We will see a difference - no doubt - when Pratt Whitney begins operating" - "Probably in next month or so" -

T 200 M 63 F 137

5|1-15-1940

1

* = Extra; paid on hourly rate

Kansas City Star - 18th + Grand
Miss Virginia Tanner - Cashier
Mr. Earl McCallum, 1st V. P.

Dept.	Firm's Job Description	Code	Number M.	Number F.	Rate of Pay M.	Rate of Pay F.
Audit	Audit Clerk	45		3		3-65
Cashiers	Cash-Accounting clerk	625		1		1-125
	Social Security Board Clerk	94		1		1-100
	Circulation Cashier	18		1		1-90
	Counter + payroll cl.	18		1		1-100
	Payroll Clerk	23		1		1-90
	Mail cashier + mail clerk	24		2		1-70 1-100
	Mail cashier + order clerk	40		1		1-80
Classified ad.	Stenographer	02		1		1-85
*	Typist.	03		1		1-40¢ hr
	Bookkeeping Mch. opr.	08	1		1-120	
	Class. ad Bookkeeper	07	1		1-180	
	Pricer + Biller	93		1		1-80
	Chief Pricer + Biller	93		1		1-90
	Counter Clerk	X7		1		1-70
	Cashier + counterclerk	X7		1		1-80
	Classified ad-clerk	X7		2		1-80 1-95
	Messenger (outside collector)	16	1		1-70	
	Mail order Clerk	40		2		1-110 1-125
*	Ass't schedule clerk	18	1		1-40¢ hr	
*				1		1-40¢ hr
*	Credit register checker	X7	1		1-40¢ hr	
	Register checkers pricer	X7		2		2-40¢ hr
	Ad-censor + adjuster	18		2		2-80
	Telephone Solicitor	X7		8		8-70
	Telephone Ad-Taker	X7		6		4-65 2-70

Changes Made

No changes on this page –

199

Agent had a long talk with Mr. McCollum, Pres of Co. who said he could give his time to this, but could not ask his employees who are already overworked to take on any thing more - So agent promised to get this done quickly - However, Miss Tanner was very helpful & willing to work on it, but agent could not expect her to go to a great deal of trouble - after promising Mr. McCollum it would be done quickly - so had to take inf. as available without working up too many figures - C. G. H.

Co has given a no. of raises since 1940 -

* = Extra - paid on hourly or daily basis

Kansas City Star

Dept	Firm's Job Description	Code	Number M.	Number F.	Rate of Pay M.	Rate of Pay F.	Changes Made
Classified Ad (Cont'd)	* Extra Tele-phone Ad Taker	X7		30		30-36¼ hr	
Circulation	Circulation Bookkeeper	94	3		2-80 1-120		
	Bookkeeping Mch. opr.	08	1 ✓		1-110		Filled by man in office - not experienced 90.00 per mo - Some change in duties
	Outgoing Mail clerk	24		1		1-65	
City circulation	Subscription clerk	X8	5		1-70 1-75 1-90 2-100		1 left - job not actually refilled a subscription solicitor who ordinarily worked out side 100% of time - now works in office part of time - Depending on work to be done.
Country circulation	Stenographer	02		2		1-85 1-95	
	Typist	03		5		2-70 2-75 1-80	
	Circulation cashier + correspondent	05		1		1-115	
	Circulation clerk	X8	2		1-100 1-110		
Weekly circulation	Stenographer	02		1		1-80	
	Typist	03		1		1-75	
	Circulation clerk	X8	1		1-150		
	Customer order clerk	40		1		1-100	
Comp. Room	Copyholder	81		14		14-21^{25}	
	* Extra copyholder	81		3		~~1~~-4^{25}/da	
Credit Dept.	Stenographer	02		1		1-70	
	Counter Clerk	X7		1		1-65	
	Counter + accounting clerk	X7		1		1-75	
Editorial	Secretary	01		1		1-125	
	Stenographer	02		1		1-85	
	office boy	16	9		9-55		4 boys left - replaced by 4 girls, young + inexperienced 65.00 a mo. girls work days - 5 boys at night. Girls from outside office
	* Extra office boy	16	1		1-30¢ hr		

Kansas City Star

Dept.	Firm's Job Description	Code	Number M.	Number F.	Rate of Pay M.	Rate of Pay F.	Changes Made
Editorial Con't	Switchbd opr. + office boy (Day)	16	1✓		1-75		Left - replaced by young inexp. outside office girl 65.00 a mo.
	Switchboard opr. + Night office boy	16	1		1-55		
General Office	Stenographer	02		2		2-90	
	File clerk	15		1		1-70	
	Lineage Record clerk	3-	1✓		1-75		Rep. by girl from outside co. young + inexperienced 75.00 a mo.
	Purchasing record clerk	62	1✓		1-65		Rep. by girl from office - Some experience - 90.00 a mo.
	Stock record clerk	41	1		1-120		
	Classified ad clerk (Statement)	X 7	1		1-90		Miss Tanner can't just recall this believes its a female rather than male.
List Room	addressing machine opr.	10	2		2-70		
	addressograph opr.	10		4		3-70 1-85	
	Relief-o-graph opr.	11		2		2-70	
	Ass't supervision clerk + telephone info.	X 3		1		1-100	
	Circulation clerk	X 8	1		1-110		
				10		5-70 4-75 1-95	
Local Display	Stenographer	02		1		1-85	
	Display advertising bkkpr.	07	3		2-140 1-150		
	Discount bookkeeping	07	1✓		1-170		
	Display desk clerk	X 7	1		1-85		Rep. by girl from office - a little exp. Some little change in duties - 80.00
	Copy boy + file clerk (Clerk in cut room)	15	2		1-55 (nite) 1-65 (day)		
	Messenger + office boy	16	5		5-55		✓ 3 of these have left - just being replaced by 1 boy + 2 girls from outside all young + inexperienced all get 65.00 a mo.
	Record clerk	3-	1		1-70		
	Schedule clerk	18	1		1-65		
National Advertising	Stenographer	02	1		1-75		
	Clerk Typist	03	8		5-63 3-70		

Kansas City Star

Dept.	Firm's Job Description	Code	Number M.	Number F.	Rate of Pay M.	Rate of Pay F.	Changes Made.
National advertising	Display-Advertising Bkpr.	07		1		1-110	
	Display Advertising Correspondent	05	1		1-180		
	File clerk + Statement clerk	15	1		1-(90)		Rep. by. ✓ Young inex. girl from outside - some change in work - 80.00 a. mo
	Schedule desk man	18	1		1-90		Just left - not yet replaced - will be by a girl with some experience.
Switchboard	PAX ops.	14		4		1-75 1-80 1-100 1-120	
	Chief PAX opr.	19		1		1-125	
*	Extra PAX ops.	14		3		3-40¢ hr	
Storeroom	Stock record + file clerk	41		1		1-70	
Kansas City Kansas Office	Switchboard ops + counter cl.	X7	1		1-(80)		Just left - place not refilled - will do so soon. probably a girl - with some experience + in her 20's or so -
	Class. ad taker + switch. opr.	X7		1		1-100	
	Counter clerk	X7	1		1-125		

T M F
44 16 28

May 1-15, 1940.

Kansas City Journal
22nd and Oak
Mr. L. E. Heidenreich - Sec-Treas.
Mr. Russell N. Miles. gen'l mgr.

Dept.	Firms Job Description	Code	Number		Rates of Pay		Changes made
			M	F	M	F	
Accounting	Stenographer clerk	02		1		1-95	
	Bookkeeper	94	2		1-105 1-112^{50}		
				1		1-80	
	Gen'l ledger Bookkeeper	07	1		1-140		
	Cashier	17		1		1-125	
	Bookkeeping mch opr.	08		1		1-127^{50}	
	Office boy	16	1		1-67^{50}		
	Payroll clerk	23	1		1-85		
	Rate clerk	90	1		1-85^{50}		
	Record clerk	3-	1		1-80		
Classified advertising	File clerk	15		1		1-54^{60}	
	Solicitor	X7		6		1-54^{60} 3-60 1-65 1-90	
Local display advertising	Stenographer	02		1		1-100	
	Errand boy	16	3		3-54^{60}		
	Copy desk clerk	81	1		1-170		
City circulation	Typist Stenographer	03		1		1-75^{00}	
	File clerk	15		1		1-70^{38}	
	Record clerk	3-		1		1-69^{34}	
	Circulation order clerk	X8		2		1-65 1-106	
Country circulation	Stenographer	02		1		1-80	
	Record clerk & typist	03		1		1-65	
	Record clerk	3-		1		1-69^{32}	
Comp-room	Copyholder	81	3		2-14 week 1-20 week		

This co. is bankrupt, & no longer operating.
For further information see Mr.
Wm B. Bostian, Trustee
1007 Federal Reserve Bldg.
K. C. Mo.
C. S. H.
10/29/42.

Kansas City Journal 2

Dept.	Firm's Job Description	Code	Number		Rate of Pay	
			M.	F.	M.	F.
Editorial	Copy Boy	15	2		1-60 1 {5 wk - editorial 10 wk - comp. room}	
	Morgue File clerk	15		1		1-90
Insurance	Record Cl.	3-		1		1-78
Mail Dept	Record clerk	3-		2		{1-75 1-78
Promotion	Typist	03		1		1-65
	Gen'l clerk	18		1		$1-108^{32}$
Telephone Room	Operator	14		2		$1-99^{52}$ $1-118^{10}$

no trans

2

Women's Bureau
U. S. Department of Labor
Washington

Agent C. G. Hager
Date 10/27/42
City Kansas city mo.

WAR SHIFTS IN PERSONNEL REQUIREMENTS IN OFFICES AND STORES

1. Business Elemosynary publishing house of the Nazarene Church-

2. Firm Name Nazarene Publishing House 3. Address 2923 Troost st.

4. Persons interviewed and positions Mr. M. S. Lunn - Gen'l mgr.

5. Persons employed: Scheduled date N.R exact date - +29.8% October 15 1942

	Men	Women	Men	Women
	47		61	
Office clerical, prof., adm.	17	30	16	45
			-5.9	+50.0

Sales

Maintenance No change & no difficulty here-

Other No elevator operators-

6. Number men lost from October 1940 to October 1942:
For Armed Services 1 5.9 Other reasons None

7. Number men expected to leave: Remainder of 1942 None In 1943 co has ministers & older men employed probably will not lose any-

8. Extent to which war has affected business operations since January 1942: General business has increased 15% over last year- and business last yr increased over preceding year. co. says that during depressions & war times people become more religious & then too people are handling more money so are buying more

9. Resultant effect on:

	Numbers Added	Numbers Dismissed	Occupations
Men Employees	None	None	1
Women Employees	15	None	(See over)

10. Men's occupational vacancies since October 1940:

Vacancies			Rate of pay of job filled by					
			Advancement of employee in office		By outside employee			
					Experienced		Beginners	
Job No.	Occupations	Rate of pay	Men	Women	Men	Women	Men	Women
1	Cost clerk	65¢ per hr		$115.00 a mo.- combined a little extra work with the job- (over)2				

11. Would firm be interested in experienced women displaced in other goods industries? No, as to date have been able to hold all employees and their friends get enuf new employees however as the Remington arms co. at nearby Lake city is paying 150.00 a mo. for addressograph operators this co. feels that they may experience a shortage of labor later (over)

12. Post-war outlook for business
Co has no definite plans, thinks the Govt may curtail some of their publications for the duration this would cause an immediate pick up in business after the war. but co. has made no plans.

1 co says they only had 30 regular females in 1940-

WB - 42-137

9 1✓-

Took 5 Women on in

Subscription dept. operate addressograph mch & check subscription plates

2 Women clerical work in editorial dept- type, file, & do some index work-

2 Women Secretar~~y~~ies in Sales dept-

2 " stenographers " " "

4 " billing clerks " "

10 2✓ Since 1940- co had put a young man on this work & lightened the work some & paid the young man $70.00 per mo- Then substituted a woman on the job & increased work some & paid her $115.00- This is an older experienced woman & can handle the work-

11 3✓- Co. has so far held their employees by their many considerations given to employees that larger companies can't give- also due to their location many employees live nearby & don't have transportation problems.

Co. now has two age extremes in their female office employment- 9 are over 40 & the rest are just out of H.S. co. "formerly didn't consider women over 40-" and while "there is not now a real scarcity of help, the defense plants are paying such high wages"- This plant simply couldn't pay the same high wages- "So have to take what they can get- "We can't pick & choose"- Co. says that when Pratt & Whitney open up, help will necessarily be more scarce- However, doubts if many of his will be attracted to War Work (as such.)

Nazarene Publishing House.

T	M	F
41	7	34

Office code.	Firm's Job Description	Nos Employed Male	Nos Employed Female	Range of Rates Male	Range of Rates Female	Changes made.
Production.						
81	Proof reader	2		90 110 } per hr.		
Accounting.						
06	Cashier. Head of accounting Dept.	1		1.04 per hr or 41.60 per wk		
08	Bookkeeping mch op		2		52 + 58¢ per hr or 20.80 per hr	
23	Bookkeeper & payroll clerk	1		87¢ per hr		✓ Placed female from office on this job, combined a little extra work with it & pay her 115.00 a mo.
62	Cost clerk	1		65¢ per hr.		
Sales.						
01	Secretary	1	1	64¢ hr	55¢ hr.	
09	Billing mch op.		1		44¢ hr.	
93	Billing clerk.		2		38-50¢ hr	
Editorial.						
01	Secretary & lay out clerk		1		67¢ hr	
01	Secretary		1		58¢ hr.	
02	Stenographer		1		41¢ hr.	
19	Head lay out clerk		1		99¢ hr.	
81	Copy holder & lay out clerk		1		47¢ hr.	
Mailing.						
19	Head of mail room		1		50¢ hr.	
24	Mail clerk		4		30, 38, 40 & 45¢ hr.	
Shipping.						
19	Head Shipping clerk	1		67¢ hr.		
24	Stamp meter mch op. (shipping clerk)		1		38¢ hr.	

M. K. anderson visited.

Mr. Ed. Speaks - Chief Payroll clerk -
Mr. M. S. Lunn Gen'l mgr.

Nazarene Publishing House -

Office code	Firms Job Description	Nos Employed Male	Nos Employed Female	Range of Rates Male	Range of Rates Female	Changes made -
Subscription -						
X 8	Subscription Clerk 1 at 40¢ = Sub & Correspondence		7		35(1) - 38(5) 40(1)	
07	Bookkeeper		1		50¢ hr.	
10	addressograph op.		2		38¢ hr.	
19	Head of Subscription Dept		1		75¢ hr.	
Credit						
01	Secretary		1		38¢ hr.	
61	Credit clerk (mgr)		1		67¢ hr.	
Merchandise -						
40	Order clerk		1		50¢ hr.	
N. R. dept -						
15	File clerk		1		32¢ hr.	
43	Receptionist & information		1		41¢ hr.	

no trav

1

Women's Bureau
U. S. Department of Labor
Washington

Agent C. G. Hager
Date 10/28/42
City Kansas city Kansas

WAR SHIFTS IN PERSONNEL REQUIREMENTS IN OFFICES AND STORES

1. Business Public utility - Water and light

2. Firm Name 5 Bd. of Public utilities 3. Address City Hall, Kansas city Kansas.

4. Persons interviewed and positions Mr. Carl E. Pray - Mgr. of collections and accounts -

5. Persons employed:

	Scheduled date 10/16/1940 Men	Women	+1.0%	October 1942 Men	+3.4	Women
Office clerical, prof., adm.	85 over - 117	32		86	121	35
Sales				+1.2		+9.4
Maintenance	No change + no difficulty here -					
Other				No elevator operators solely for this dept -		

6. Number men lost from October 1940 to October 1942:
For Armed Services 8 9.4 Other reasons 4 - 1 died - 1 pensioned 2 resigned for defense work -
Has lost none in prof etc -

7. Number men expected to leave: Remainder of 1942 10 estimated In 1943 N. R. exact - but not "so many in 1943" -

8. Extent to which war has affected business operations since January 1942:
Increased power sales to war industries - "a big increase in power + water for industrial plants" a few new accounts + some changing of accounts but not any to affect personnel of office - Increased power sales to war industries does not cause any change in personnel -

9. Resultant effect on:

	Numbers Added	Dismissed	Occupations
Men Employees	over 2	None	
Women Employees	over 2		

10. Men's occupational vacancies since October 1940: See work sheets -

Vacancies			Rate of pay of job filled by: Advancement of employee in office		By outside employee: Experienced		Beginners	
Job No.	Occupations	Rate of pay	Men	Women	Men	Women	Men	Women
			See work sheets					

11. Would firm be interested in experienced women displaced in other goods industries? No at present co. has a file of applicants they can draw from - So far are replacing with men who are deferred or older men not liable to call - "Have women in about all the jobs we want them in, unless the situation becomes acute". (over) 3

12. Post-war outlook for business
Co. expects a falling off of private business and an increase in industrial till the war ends - "Then we may have a heavy private business" - "People have done without awhile + so will be anxious to replace as fast as possible -"

WB - 42-137

5.[1] N.R. from W.B. office figures as engineers, chemists & draftsmen were not counted in 1940.

From co. count of 1940 -

Male
85 -

Mr Pray
Co. says that in fact they have no more employees now than in 1940, but bookkeeper counted this twice and gave figures as listed - Mr. Pray says that co. has always had 4 trouble clerks, while sheets show only 3. (This may be error in tabulating by C.G.H)

9[2]

Co's. records show 1 more male + 3 more females in Oct 1942 than in Oct 16, 1940 - but co. says that this is not correct - They have no more employees now than in Oct 1940 - Bookkeeper checked payroll against W.B. list twice - So can't show occupations of those added - But if girls were taken on they are generally started at typing + posting -

11[3]

The next group that co. might lose men from would likely be "counter hoppers" - or men who wait on customers at the counter (These were not included as clerical) Co. has never felt that this work was suitable for women, but may have to use women here - co. formerly took "younger women" "now we're taking them up to 30 + 35" "or you might as well say to 40" - ~~We~~ So far can get experienced help - In a couple of mos. it will probably be different - "But that's the picture now".

Tabs T M F - Board of Public Utilities - P1
97 {65 32
(See note on face sheet) = Water + Light -

Office code	Firms Job Description	Nos Employed Male	Nos Employed Female	Range of Rates Male	Range of Rates Female	Changes Made -
	Commercial -					These vacancies not yet replaced are very recent vacancies + Mr. Pray was interviewing applicants for the job -
X4	Telephone order clerk	1		130.00		
03	Typist		2		80.00 85.00	
03	Typist clerk		1		90.00	
09	Delinquent Billing clerk		1		125.00	
09	Billing mch op		3		100.00 115.00 130.00	
10	Addressograph op	1		125.00		✓ replaced by man in office 130.00 a mo.
12	Comptometer op 1 = rate analysis clerk		2		120.00 125.00	
14	PBX operator		1		115.00	
15	File clerk	1		90.00		✓ rep. by man not in co 110.00 - man had a little experience -
18	General "		3		105.00 125.00 (2)	
18	Permit "	1		125.00		
18	Customer contact - Counter clerk	1		145.00		
19	Chief clerk -	1		250.00		
19	1st Asst chief clerk	1		220.00		
19	In charge of Billing clerks		1		135.00	
19	2nd asst chief clerk	1		205.00		✓ not replaced - will be soon -
24	Mail clerk Co. objected to this name for the job -	1		110.00		✓ rep by man from outside of co - 110.00 man had experience of a kind
3-	Meter record clerk	1		125.00		
3-	Consumer's Deposit record clerk	1		115.00		
45	Auditing clerk	2		✓ 145 - 161.00		✓ rep. by man in office 172.00
61	Delinquent acc'tg clerk	1		175.00		
61	Credit contact clerk	1		145.00		
61	Contract clerk	1		135.00		
61	Customer's service contact man	1		161.00		
75	Customer's Service clerk	1		145.00		
90	Rate clerk	1	1	135.00	120.00	
	Rate analysis clerk		1		125.00	

Board of Public Utilities - P2

Office Code	Firms Job Description	Nos Employed Male	Nos Employed Female	Range of Rates Male	Range of Rates Female	Changes made
	Commercial (con't).					
93	Billing clerk		1		125.00	
93	Biller		1		130.00	
93	Final bill clerk		1		100.00	
94	Posting Clerk		2		115.00 125.00	✓
94	Order ledger clerk	1		130.00		rep. by man in office 154.00
94	Ledger clerk	1		135.00		
	General Office.					
03	Typist clerk		3		110.00 115.00 120.00	✓
06	Auditor	1		250.00		1 rep. by man in office 210.00
07	Book keeper	2		188.00 (2) 161.00		✓
07	Hand Book keeper	2		188.00 140.00 (2)		1 at 161.00 per mo. not replaced to date, but will be-
07	Asst Bookkeeper	4		161.00 (2) 130.00 155.00		
07	Asst Hand Book keeper	4		140.00 161.00		
20	Customer's contact clerk	1		200.00		
3-	Deposit Record clerk	1		145.00		✓
31	Time keeper	1		175.00		1 rep. by man in office 166.00 per mo-
41	Stock clerk	2		155.00		
93	Stock clerk	1		150.00		
94	Posting clerk	1		110.00		
	Line Distribution					
X4	Trouble clerk	2		170.00		

Board of Public Utiliti
P3

Office code	Firm's Job Description	Nos Employed Male	Nos Employed Female	Range of Rates Male	Range of Rates Female	Changes made
	Electric Meter					
3-	Meter record clerk	1		150.00		
	Meter Reading					
18	Meter Number clerk	1		135.00		✓ rep. by man in office - 160,00 -
	Cashier -					
-3	Sorting clerk	1		95.00		✓ rep. by man in office 120.00
17	Cashier	1	1	170.00	215.00	
17	Teller	1		155.00		
17	Asst. Cashier	1		177.00		
62	Cashier's clerk	1		155.00		
62	Cash acctg clerk	1		125.00		
	Legal -					
03	Typist		1		75.00	
	Line Distribution					
X4	Trouble clerk	1		170.00		✓ rep. by man in co. (not office) but experience makes him valuable in this work 201.00 per mo.
	Executive					
01	Secretary		1		200.00	
02	Stenos		2		135. - 120.00	
	Purchasing					
91	Purchasing agent	1		235.00		

Office Code	Firms Job Description	Nos Employed Male	Nos Employed Female	Range of Rates Male	Range of Rates Female	Changes Made.
	Substations -					
	Substation 10th & Muncy					
18	Gen'l clerk	1		161.00		
41	Stock clerk	3		140.00 155.00 188.00		
	Substation -					
14	PBX operator		1		135.00	
	Quindaro Station -					
03	Clerk - Typist		1		110.00	
14	PBX operator		1		110.00	
18	Relief PBX & clerk	1		115.00		
19	Head stock clerk	1		188.00		
3-	Record clerk	1		150.00		
31	Asst Timekeeper	1		161.00		
41	Stock Record clerk	1		140.00		
41	Stock clerk	2		125-140.00		
94	Entry clerk	1		150.00		

Since Oct. 1940 co has given 2 raises affecting most all employees one was a ⑦½% increase & one was a ⑩% increase - This was due to increased cost in living - and due to fact that when union employees are given a raise it usually extends to the non union groups also -

Mr. C. E. Pray - Mgr. of collections & accts. - Visited by Miss Wolfe.

3

Women's Bureau
U. S. Department of Labor
Washington

Agent C. G. Hager
Date 11/2/42
City Kansas City Mo.

WAR SHIFTS IN PERSONNEL REQUIREMENTS IN OFFICES AND STORES

1. Business Public utility - Electric power -

5

2. Firm Name Kansas City Power + Light Co. 3. Address 1330 Baltimore st.

4. Persons interviewed and positions Mr. Frank Clark asst Secy + asst Treasurer - + help of 2 payroll clerks

5. Persons employed: taken Scheduled date 10/1-16, 1940. — 9.2% October 15, 1942 over 1

Comparable with inf. in 1940

	Men		Women	Men		Women
Office clerical, prof., adm.	223	488	265	182	443 — 9.2%	261
Sales				−18.4		−1.5
Maintenance						
Other El op.	12		0	12		0
dispatcher	1		0	1		0
asst dispatcher	1		0			

6. Number men lost from October 1940 to October 1942: N. R. this would take hours + hours to furnish -
For Armed Services approximately 33 14.8 Other reasons

7. Number men expected to leave: Remainder of 1942 not many more left to go - Some are too old + some are deferred - will probably lose 15. In 1943 The greater majority have gone - If begin taking married men - will probably lose 50. over 2

8. Extent to which war has affected business operations since January 1942?
Residential construction + Sales have decreased - This has given employees to other depts. Can't get ranges, heaters or refrigerators so Sales have decreased materially - However having to get priorities on all purchases + Sales clerical work has increased - Co. now can't sell (over 3)

9. Resultant effect on:

	Numbers Added	Numbers Dismissed	Occupations
Men Employees	2	None	To read govt. decisions on priorities + mark parts pertinent to co. + pass on to depts affected.
Women Employees	1		

10. Men's occupational vacancies since October 1940: Not secured - See letter to Miss Newbury - Would take at least 200 man hrs. of cos. time to work this up + then would not be accurate - -

Vacancies			Rate of pay of job filled by Advancement of employee in office		By outside employee Experienced		By outside employee Beginners	
Job No.	Occupations	Rate of pay	Men	Women	Men	Women	Men	Women
8	elevator op.	100.00			119.00	men deferred from army - about 40 yrs old		

11. Would firm be interested in experienced women displaced in other goods industries? No, as Co is 100% union including office - can't change union procedure - So all jobs have to be advertised + let employees bid on them - Co. feels that they are being used for a training ground for defense plants here - as take employees in, train them + they move on to defense plants - Co. is now (over) 4

12. Post-war outlook for business
Cos. business is fairly stable - Have 125 men in army, that must be placed after the War - If mdse comes in + construction picks up as Co. expects it to Should have good post War business with no drastic changes -

5
1- Figures taken in 1940, do not include adm. & prof. non dept. heads, so a comparable figure for 1942 was given-

Co had a total of 2081 in 1940 & now have 1760- Employees are scattered over 2 states- and are not handled as a K.C. group- so it was most difficult to get figures-

7 2 Co. is upset over the fact that draft boards will not decide who is to be taken- Have fellows come up 2 & 3 times- reject them, then call them back & take them-

8 3 many things so is having to do many repair jobs, these jobs also add to the clerical work- Defense plants have in woodwork & make a problem, due to the many records that have to be kept on their work- Pratt & Whitney just locating here ask for 10 copies of every transaction- (have to run these twice) adding tremendously to typists work- In order to offset this work, co has cut out many small non essential jobs in office & has cut work to the most necessary-

11 4 taking additional employees & carrying them against the day ~~until~~ when Pratt-Whitney opens up- Co. prefers young girls- all work is mechanical & older women are not adapted to it- can't stand it physically- In accounting dept need a young girl who can learn quickly as jobs change from day to day- so have to be able to grasp quickly & be willing to make the change- also the older people in the market to-day are those who no one else will have- Some jobs require at least 6 mos. training doesn't feel justified in spending so much time on an older person- Older people lose their value each year, while younger people become more valuable each year for awhile- Co. says they would like young experienced people, but can't get them now, the defense plants are paying such high salaries ($150 & 175.00 for comptometer op.) defense cos. can pass this on to the Govt. whereas this co. has to bear it's own burdens- so this co. takes young inexperienced people- Jobs are rated- and carry this rate regardless of individual on it- If ind. does the work, the job rate is paid-

over !

T M F
488 223 265

Kansas city Power & Light
10/1-16/1940-

81

Office Code	Firm's Job Description	Nos. Employed Male	Nos. Employed Female	Range of Rates Male	Range of Rates Female	Changes Made - notations as recalled by Mr Clark & 2 payroll workers.
	Statistical -					
0.2	Steno		3	{ must be coded now as typists }	86.96 96.96 130.96	This is no longer a dept. but has been divided up into 2 depts -
03	Typist		1		86.96	
18	Statistical clerk	11	over 2	106.96 126.96 151.96 110.00 131.96(2) 161.96 116.96 145.96(2) 165.96		
18	Property Record clerk	3		100.00-116.96 117.00		
62	Cost clerk	1		131.96		
73	Valuation clerk	2		170.96-195.96		
	Credit -					
02	Steno		1		116.46	
03	Typist		1		91.96	N R
15	File & information Clerk	1	5	101.96	108.96 (4) 114.96	changes here
15	File clerk		5		76.96(2) 81.96(2) 96.96	
19	Supervisor		1		151.96	
19	Asst Head of Dept	1		180.96		
19	Supervisor of File Information	1		145.96		
61	Credit clerk		2		76.96 114.96	
75	Customer's Service Clerk	1		176.96		
	Collection -					
02	Steno		1		116.96	
17	Teller	1	2	111.96	81.96 126.96	N R changes
20	Ass't Collection Mgr -	1		201.96		here -
3-	Meter Record clerk	1		81.96		
60	Follow up clerk	3		135.96 - 145.96	151.96	
60	Counter collection	1		116.96		
75	Investigator	2		195.96 (2)		
75	Customer's service	1		180.96		
75	Adjustment clerk	1		200.96		
93	Statement clerk	4		81.96 - 145.96 (2) 150.96		
93	Delinquent Bill clerk	1		145.96		

Information on these pages is not complete - far from it - However, it does indicate some of the changes made since 1940 - merely those remembered by Mr. Clark, + 2 pay roll clerks - Mr. Clark says that due to the fact that it would take at least 200 man hrs. to get this information even nearly correctly - He would have to write letters to each dept. head + send the sheets to them, + have each dept head trace back + see who held the job in 1940 - + what is happening in that job in 1942 -

Mr. Clark says that neither he nor his dept heads could readily recognize these job titles - If the union job title had been used in 1940 - he could possibly handle them more easily now - as he uses the union job title exclusively - started punch card system in 1941 -

also Mr. Clark says that since 1940 - there have been many dept. changes + many job changes + many Salary changes since 1940 -

2 Mr. Clark says some of these 11 men must be engineers -

Mr. Clark says that the W. B. 1940 figures show chief clerks, but not heads of depts.

Miss Wolfe says that in 1940 Mr. H.C. Davis gave the duties of the employees and job title was put on ~~by~~ with aid of U.S.E.S. ~~of~~ Occupational Dictionary -
In 1940 payroll carried no job titles - merely by dept. + name.

Kansas city Power & Light -
P2

Office Code	Firm's Job Description	Nos. Employed Male	Nos. Employed Female	Range of Rates Male	Range of Rates Female	Changes Made -
Treasury -						
00	Paymaster	1		337.63		
01	Secretary		1		145.96	
02	Clerk - steno -		3		86.96 - 111.96 - 145.96	
14	Clerk & Switchboard op		1		121.46	no special changes recalled here -
17	Asst Cashier	1		240.00		
17	Teller	1	7	166.96	120.96 135.96 (2) 140.96 145.96 (3)	
17	Teller & clerk		1		135.96	
17	Cash stub Sorter & Teller		2		116.96 121.96	
17	Cash stub Sorter		1		116.96	
18	Bad check Tracer	1	1	116.96	100.96 -	
24	Mail clerk	1		116.96		
62	Voucher clerk	1		145.96		
93	Customer's Bill clerk		1		120.96	
Overhead -						
02	Steno		3		110.96 130.96 (2)	
X4	Dispatcher clerk	2		166.96 181.96		This man went to army. - N.R. exact disposition of this job, but believe this work was lessened & job divided up & not actually filled -
18	Trouble clerk	1		121.96		
2 -	Utility clerk	1		165.96		
20	Map record man	2		156.96 175.96		
31	Timekeeper	1		181.96		
Load & Disp -						
02	Steno		1		130.96	no changes here
X4	Cler - Load Dispatcher	1		150.96		
19	Supervisor - Chief Clerk	1		220.96		

Kansas City Power & Light -
P. 3 -

Office code	Firm's Job Description	Nos. Employed		Range of Rates		Changes Made
		Male	Female	Male	Female	
Service -						
02	Steno		2		125.96 130.96	
X 3	File information clerk		6		105.96(6)	
X 4	Record contract clerk		1		86.96	
X 4	Contract man	5		136.96 170.96 163.46(3)		Several of these have left - n. R. which or what became of job -
X 4	Dispatcher	4		160.96(3) 175.96		
X 4	Record Inf. clerk	1		165.96		
15	File clerk	Temporary 1	4	91.96	95.96(2) - 96.96(2)	
18	Clerk	1		168.96		
18	Stat. clerk		1		86.96	
19	Chg. of File Inf Clerks	1		146.96		
19	Chief service File clerk	1		171.96		
19	Chief service Contract man	1		181.96		
19	Supervisor of Dispatchers	1		195.96		
41	Store keeper & clerk	1		140.96		
Miscellaneous.						
01	Secretary + 1 male Sec to V.P.	2	4	181.96 231.96	131.96 165.96 156.96 240.96	
02	Steno		4		121.96 - 195.96 105.96 - 116.96.	
04	Dictaphone op. -		1		105.96	no change recalled here -
12	Comptometer op Temporary		1		75.00	
19	Chief clerk	1		220.96		
20	Statistical clerk	1		235.96		
3-	Record clerk (medical Dept)		1		96.46	
41	Asst. Store Keeper	1		145.96		

Kansas City Power & Light
P4

Office Code	Firms Job Description	Nos Employed Male	Nos Employed Female	Range of Rates Male	Range of Rates Female	Changes made -
Stores Auditing -						
02	Steno	1		150.96		
03	Typist		2		95.96 100.96	
03	Typist clerk		4		81.96 (2) 110.96 116.46	
12	Comptometer op		4		86.96 105.96 110.96 120.96	
13	Tabulating mch op	3		81.96 106.96		
15	Vault file clerk	1	1	120.96	116.46	
18	Clerk & punch op		2		116.96 (2)	Many changes in duties & personnel in this dept. to conform with present requirements for purchasing etc. - N. R. exact changes - Accounting has been combined with this dept -
19	Supervisor - Inventory Supervision Supervisor tabulating room	3		165.96 171.96 240.96		
32	Punch mch op + c		3		81.96 86.96 90.96	
32	Clerk & punch op		1		90.96	
40	order clerk	1		111.96		
41	Mdse record clerk		1		111.96	
41	Meter Record clerk	1		115.96		
41	Stock order clerk	1		120.96		
41	Storekeeper	3		120.96 (3)		
41	Storekeeper's asst -	1		120.96		
41	Storekeeper (stationery)	1		150.96		
41	Inventory clerk	4		120.96- 126.96 (2) 128.46		
41	Clk. Mdse Record stores	1		120.96		
45	Auditing clerk	2		120.96 - 126.96		
5-	Checking requisitions	1		81.96		
93	Invoice clerk	1	1	165.96	90.96	
93	Checking invoices		1		105.96	
94	Posting & Posting clerk		5		86.96 - 90.96 (3) 130.96	
94	Journal clerk	2			105.96 - 125.96	
94	Asst Supervisor of Journal Clerks		1		120.96	

Kansas city Power & Light -
P. 5 -

Office Code	Firm's Job Description	Nos. Employed Male	Nos. Employed Female	Range of Rates Male	Range of Rates Female	Changes Made -
	Customer's Accts.					
X 3	Tel. information clerk		3		86.96 - 103.96 - 106.96	
X 3	Information clerk		2		81.96 145.96	Not any special changes in duties recalled here, but changes in personnel N. R. details -
0 2	Steno		1		116.46	
0 5	adj. correspondence	1		185.96		
0 7	Head bookkeeper in No. K. C.	1		210.96		
10	addressograph op.		4		81.96 (3) 86.96	
12	Comptometer op.		16		81.96 (2) 91.96 (3) 96.96 (2) 86.96 95.96 (2) 101.96 103.96 (3) 111.96 - 125.96	
15	File clerk		1		91.96	
16	Office boy	2		81.96 (2)		
19	Supervisor	1		235.96		
19	Supervisor of add. dept		1		141.96	
3 -	Meter order clerk	2		116.96 (2)		
3 -	Elec. arrears clerk record		1		145.96	
3 -	Mdse " " "		1		96.96	
45	Meter order clerk	1		185.96		
60	Mdse arrears clerk "		1		140.96	
60	Remittance clerk		1		108.96	
62	Control clerk	2		161.96 170.96		
93	Mdse Biller		1		130.96	
93	Del. accts. Biller		3		130.96 108.96 - 134.96	
93	Billing clerk		1		81.96	
93	Biller	1	9	103.96	96.96 101.96 108.96 (7)	
93	Final Biller		1		106.96	
94	Special ledger clerk	3		86.96 (2) 111.96		
94	Hand bookkeeper in No. K. C.	1		131.96		
94	Bookkeeper	1	2	156.96	135.96 139.46	
94	Cash poster		9		91.96 94.96 103.96 (7)	
94	Entry clerk		1		103.96	
94	Journal clerk		1		162.96	
94	Cash & Journal clerk		1		125.96	

Kansas City Power & Light -
P. 6 -

Office Code	Firms Job Description	Nos. Employed		Range of Rates		Changes Made -
		Male	Female	Male	Female	
	Overland Park -					
X4	Route clerk & Trouble dispatcher	1		181.96		
02	Steno		1		106.96	Some changes in
03	Typist		1		81.96	duties - and some
03	Typist - clerk		1		76.96	replacement - N. R.
03	Typist - file		2		81.96 - 86.96	details -
03	Clerk typist		1		86.96	
07	Hand bookkeeper		1		136.96	
12	Comptometer op		1		96.96	
12	Estimating clerk - making such computations	1		86.96		
14	Telegraph op		2		76.96 - 91.96	
14	Clk & Telegraph op		1		76.96	
17	Cashier		2		81.96 - 101.96	
18	Gen'l clerk - Type. file bookkeep Typing. filing & checking		2		91.96 86.96	
3-	Record clerk		1		86.96	
41	Asst storekeeper or stock clerk	1		96.96		
60	Collector	2		141.96 - 150.96		
93	m= Billing ‖ & F= Billing clerk	1	1	166.96	76.96	
94	Hand bookkeeper	1		116.96		
94	Bookkeeping clerk		1		101.96	
94	Journal clerk		1		106.96	
	Underground -					
02	Steno -		1		130.96	
18	Utility clerk	1		121.96		
20	Map record	1		180.96		
3-	Record clerk	2		121.96 - 125.00		
31	Tele. Dispatcher	1		176.96		
62	Acctg clerk	1		140.96		

Kansas City Power & Light -
P. 7 -

Office Code -	Firms Job Description	Nos. Employed Male	Nos. Employed Female	Range of Rates - Male	Range of Rates - Female	Changes made -
	Accounting -					
X3	Tele. Inf. clerk	1		106.96		The duties in this dept have remained practically the same. but dept. has been combined with Stores auditing - N. R. personnel changes here -
02	Steno -		3		86.96 - 130.96 - 160.96	
03	Typist		4		86.96 (2) 96.96 - 101.96	
06	Accountant	3		170.96 - 250.00 270.96		
06	Pref. & common stock & Insurance	1		190.36		
07	Gen'l Ledger Bookkeeper	1		216.96		
1-	Vault file	1		86.96		
12	Comptometer op		4		81.96 - 96.96 - 116.96 - 126.96	
15	File clerk		1		92.96	
16	Office boy	1		76.96		
19	Chief clerk super. -	1	✓	146.96		
23	Payroll clerk -	1	4 ✓	131.96	90.96 - 101.96 105.96 (2)	
23	Payroll & Inf. clerk		2		116.96 - 155.96	
3-	auto cost record clerk		1		101.96	
31	Timekeeper	2	1 ✓	111.96 - 131.96	116.96	
45	Audit clerk		1		111.96	
62	accounting clerk	3		131.46 145.96 166.96		
62	Voucher clerk		2		136.96 - 210.96	
72	Analysis clerk	2	1	111.96 - 220.96	146.96	
94	Const. ledger clerk	2		180.96 - 250.96		
94	Gen'l ledger clerk	1		216.96		
94	Clerk open Ledger	1		196.96		

✓ Mr. Clark would call all three of these jobs, by same "job title" -

Kansas City Power & Light.

Office Code	Firm's Job Description	Nos. Employed		Range of Rates		Changes made –
		Male	Female	Male	Female	
	Personnel –					
X3	Information clerk		2		116.46 – 135.96	3 men from this
02	Steno –		1		96.96	dept have left from
11	Multi – oper	1		111.96		this dept since 1940 –
11	Mimeo oper	1		101.96		N. R. which, no one
14	Telephone op.		9		86.96 96.96(2) 100.96(2) 110.96 111.46 121.46 135.96	could locate them on these sheets –
15	File clerk	1		81.96		Co. thinks they
18	Gen'l clerk	1		96.96		must not be
18	Librarian – steno clerk		1		105.96	included –
18	Tube Dispatcher clerk	1		115.96		See note on p. 11
19	Chief Tel. op		1		150.96	
19	Supervisor of multi op.	1		116.96		
24	Mail clerk	1		86.96		
24	Mail delivery clerk	1		130.96		
	Transportation.					
18	utility clerk	1		150.96		No changes
19	Chief clerk	2		180.96 200.96		recalled here –
41	Stores record clerk	2		130.00 144.96		
41	Stock clerk	1		110.00		
	Stores –					
02	Clerk – steno	1		141.96		No material
20	Office mgr. –	1		215.96		changes here, but
41	Inventory clerk	1		160.96		some changes in
41	Stock record clerk	1		155.96		duties –
41	Receiving & shipping clerk	1		136.96		
42	Receiving & shipping clerk	1		155.96		

Office code -	Firm's Job Description	Nos Employed Male	Nos Employed Female	Range of Rates Male	Range of Rates Female	Changes made.
Commercial Sales -						
X3	Information clerk	1		81.96		Some changes in
01	Secretary - steno		1		140.96	duties & personnel -
02	Steno -		7		81.96 106.96 110.96(3) 120.96(2)	N. R. what -
02	Receptionist steno -		1		115.96	
02	Steno clerk		1		76.96	
12	Comptometer op		1		81.96	
15	File		1		120.96	
15	File clerk	1		100.96		
15	Filing		2		76.96 81.96	
19	Chief clerk	1		155.96		
3-	Sales consumption Record clerk		1		81.96	
3-	Lamp record clerk		1		130.96	
45	Load counter - audit clerk	1		140.96		
94	Posts sales records		1		110.96	
Power Sales -						
02	Steno		2		91.96 155.96	
18	Load counter clerk	1		130.96		1 of these 2 men is just leaving
3-	Record clerk	1		145.96		Co. now N. R which. N. R. what will be
3-	Sales record clerk	2		166.96 - 170.96		done with job -
Trouble -						
X4	Trouble dispatcher	5		202.96		N R changes
X4	" " asst	2		165.96		here.
02	Steno -		1		130.96	
19	Chief -	1		195.96		
3-	Record clerk		1		106.96	

Kansas city Power & Light -

Office Code	Firm's Job Description	Nos Employed Male	Nos Employed Female	Range of Rates Male	Range of Rates Female	Changes Made
Production -						
02	Steno	1	1	145.96	140.96	
19	Chief clerk	1		270.96		
31	Time keeper	2		170.96(2)		Lost this man, acct. of stroke, promoted girl from office some change in duties 150.00
31	Head Time keeper	1		185.96		
41	Record clerk	1		141.96		
94	Production ledger clerk	1		170.96		
94	Construction " "	1		171.96		
Meter & Labor -						
02	Steno -		3		105.96 - 121.46 130.96	No special change in duties but personnel changes - n. a. details -
16	Messenger	2		86.46 95.96		
18	Utility clerk	1		130.96		
19	Chief clerk	2		170.96 196.96		
19	In charge of meter stock records	1		180.96		
3-	Record clerk	1	2	131.96	86.96 95.96	
3-	Meter clerk		2		95.96	
3-	Meter record clerk		6		95.96(4) - 105.96(2)	
3-	Gen'l Utility Record Clerk		1		95.96	
40	Requisition clerk		1		110.96	
41	Perpetual Inventory clerk		1		95.96	
41	Stock clerk	1		143.96		
Sub-station -						
02	Stenographer		2		130.96 (2)	Believe no changes here - not positive -
11	Blue printer	1		96.96		
19	Chief clerk	1		180.96		

Kansas city Power + Light -

P. 11.

Office code	Firms Job Description	Nos Employed Male	Nos Employed Female	Range of Rates Male	Range of Rates Female	Changes Made
Commercial + Resid. Sales.						
01	Secretary		1		161.96	Many changes here, Sales fell off - divided duties etc -
02	Steno clerk		1		106.96	
03	Typist clerk		1		115.96	
14	Tel. route clerk		1		86.96	
18	Gen'l clerical		1		96.96	
18	Ticket writer		1		81.96	
19	Chief clerk	1		206.96		Lost these 3 men - Sales fell off - others took over duties, with increase in salaries + division of various jobs -
19	Supervisor of clerical mdse records	1		181.96		
3-	Sales record clerk	1		106.96		
3-	Gen. mdse record clerk	1		120.96		
40	Lamp bulb tel order clerk		1		105.96	
41	Stock clerk	1		76.96		
61	Credit clerk + adj. -	1		145.96		
75	Check adjuster	1		155.96		
Sales -						
02	Steno		1		120.96	
Purchasing						
01	Secy + Steno		1		156.96	Some changes here in duties + personnel - co. thinks these are the 3 they looked for under Personnel on p. 8 - n.r. exactly whether or not - If so these 3 have left jobs divided up etc -
02	Steno clerk	1		170.96		
03	Clerk + order typist	1		126.96		
93	Clerk + asst Buyer	1		166.96		
Steam Dist						
18	Gen'l clerical or utility	1		160.96		No changes recalled here -
3-	Record clerk	1		155.96		
3-	Steam meter record clerk	1		136.96		

no Train

4

Women's Bureau Rec'd Ext 1/5/43
U. S. Department of Labor
Washington

Agent S. a. W.
Date 11/9/42
City Kansas City, Mo.

WAR SHIFTS IN PERSONNEL REQUIREMENTS IN OFFICES AND STORES

1. Business Transmission of messages by telegraph.

2. Firm Name The Western Union Telegraph Co. 5 3. Address 60 Hudson St., New York, N.Y.

4. Persons interviewed and positions J. M. McKenna, Statistician

5. Persons employed:

	Scheduled date October 1940 Men T=297	Women	October 1942 Men T=344	Women
Office clerical, prof., adm.	137	160	128	216
Sales	6	-	3	-
Maintenance	36	-	40	-
Other	16	6	1	24

6. Number men lost from October 1940 to October 1942:
For Armed Services 12 49 Other reasons 56

7. Number men expected to leave: Remainder of 1942 30 In 1943 See reverse side

8. Extent to which war has affected business operations since January 1942: There has been a substantial upturn in the volume of telegraph traffic this year. This situation, coupled with loss of employes entering the armed forces, has resulted in a shortage of personnel in some classifications

9. Resultant effect on:

	Numbers Added	Separated [illegible]	Occupations
Men Employees	43	35	See reverse side.
Women Employees	88	27	

10. Men's occupational vacancies since October 1940:

Vacancies Job No.	Occupations	Rate of pay	Rate of pay of job filled by Advancement of employee in office Men	Women	By outside employee Experienced Men	Women	Beginners Men	Women

It is impracticable to supply the answer to Question 10 without a detailed examination of underlying records which we are reluctant to undertake at this time because each employe is urgently needed in the performance of his regular duties in order that the telegraph traffic incident to the prosecution of the war may be expeditiously handled. Generally Western Union policy is to fill vacant positions by advancement of employes in the office before employing outside help, which, as a rule, is inexperienced in the telegraph business.

11. Would firm be interested in experienced women displaced in other goods industries? Western Union would be interested in experienced women displaced in other industries provided they display sufficient aptitude and ability to indicate that they could be successfully trained for the type of work to be performed.

12. Post-war outlook for business It is impracticable at this time to form any opinion or judgment as to post-war outlook for business.

WB - 42-137

7. In 1943 -- It is impracticable at this time to predict the number of men expected to leave in 1943.

9. Occupations:

	Added		Separated	
	M	F	M	F
Office, Clerical, Prof., Adm.	35	48	30	22
Sales	1	-	1	-
Maintenance	4	-	3	-
Other	3	40	1	5
	43	88	35	27

THE WESTERN UNION TELEGRAPH COMPANY
60 HUDSON STREET
NEW YORK

J. W. RAHDE
COMPTROLLER
W. R. DRUMMOND
ASSISTANT COMPTROLLER

January 4, 1943

Miss Suzanne A. Wunder
U. S. Department of Labor
Women's Bureau
Washington, D. C.

Dear Miss Wunder:

Enclosed is schedule of War Shifts in Personnel Requirements in offices and stores with respect to our Kansas City, Missouri, office. Where specific data relative to certain items therein were unavailabke, general information is shown. We believe this is in line with our conversation and your subsequent letter to me of November 9, 1942.

Very truly yours,

Statistician

No Train

2

Women's Bureau
U. S. Department of Labor
Washington

Agent C. G. Hager
Date 10/30/42
City Kansas City Mo.

WAR SHIFTS IN PERSONNEL REQUIREMENTS IN OFFICES AND STORES

1. Business Street Car + Bus lines

2. Firm Name K. C. Public Service Co. 3. Address 728 Delaware St.

4. Persons interviewed and positions Mr. W. E. Anderson – comptroller – Miss Watts, chief payroll clerk

5. Persons employed:

	Scheduled date 10-15-40 Men	Women	October 15 1942 Men	Women
	157 or 200		+7.0	
Office clerical, prof., adm.	133 over	67 over	141	214 +7.0 73
Sales			+6.0	+9.0
Maintenance	No change + no difficulty in this dept.			
Other El op.	3	0	1	2

6. Number men lost from October 1940 to October 1942:
For Armed Services 12 9.0 Other reasons 23 incl 2 el op.

7. Number men expected to leave: Remainder of 1942 None In 1943 N.R. but have probably lost all that will be ~~taken~~ over 50% of force are over 40 yrs of age. with long service in co

8. Extent to which war has affected business operations since January 1942: Business has increased 25% and so necessitated employing more clerical help "especially for Govt. reports – Bond buying – Charity drives etc." Have added more busses + street cars on many lines – Each car requires a certain amount of clerical work.

9. Resultant effect on:

	Numbers Added	Dismissed	Occupations
Men Employees	8	none	over 2
Women Employees	6	none	over 2

These added are natural growth in all depts due to War.

10. Men's occupational vacancies since October 1940:

Vacancies			Rate of pay of job filled by					
			Advancement of employee in office		By outside employee			
					Experienced		Beginners	
Job No.	Occupations	Rate of pay	Men	Women	Men	Women	Men	Women
1	El op	65.00					1	60.00[4]
2	El op	70.00						60.00[4]

See Sheets for other Vacancies.

11. Would firm be interested in experienced women displaced in other goods industries? No. Tho firm has had a large no. of men lost. They expressed no concern over this – and gave agent to understand that they had been able to make replacements as desired. (while talking with Mr. Anderson agent had no idea how many men had (over) 4 left)

12. Post-war outlook for business Expects no drastic change – post war might curtail their business as at present have additional cars + busses in use – When plants lay off naturally it will affect their business – "Street car business goes up + down with general business". Return of rubber + gasoline will curtail cos. business, but this will be gradual.

[4] Women work shorter hrs. + while men did el. op. + some cleaning women do el. op. only.

WB – 42-137

		Male	Fem	Oct 15-1940 Male - Fem
5 1	office figures =	98	59 -	

Co. says that incl prof. sup. adm. etc figure should be - 133 - 67

There are 15 male supervisory clerks + 5 female supervisory clerks that are definitely not in the 1940 count - + prof + adm.

9 2

By cos. figures contrasting 1940 + 1942

occupation

8 men =
- 1 - supervisory clerk
- 2 - claim adjusters
- 1 - payroll clerk
- 2 - mileage stat clerks
- 2 - Investigators

6 women 3
- 2 typists
- 1 file clerk
- 1 stenog
- 1 statistical clerk
- 1 comptometer op.

11 4

Miss Watts chief pay roll clerk was asked to "try to answer Mrs. Hager's questions"} - In talking with Miss Watts about this - she seemed to be very loyal to co. seemed to blame the workers for leaving such a good place - However, seemed rather surprised to find so many vacancies not yet filled - when asked how the work was getting done - Miss Watts said "by doubling up + doing all we can" - Have not lengthened hrs any - Finally said that she knew "that the big man are doing more than they used to." The head of the treasury dept. was out on a claim adjustment at time agent was waiting to see him + Co. is taking experienced or inexperienced + younger girls or older men. depending on job - Comptrollers office has many older women now working, but co. is not hiring them yet, if others are available.

10/15/1940

T M F
157 98 59

Mr. W. E. Anderson
comptroller -

K. C. Public Service co.

Office code	Firm's job Description	No. employed Male	No. employed Female	Range of Rates Male	Range of Rates Female	Changes made
Ex office						
01	Private Secretary		2		156.03 166.57	
Vice President						
01	Secretary		1.		177.56	
03	Typist clerk		1		96.82	
18	Gen'l clerk	1		115.00		
20	Traffic mgr -	1		200.00		✓
24	Mail clerk	1		74.90		Rep. by boy beginner outside - 74.90 ✓
Power -						
02	Steno clerk		1		129.12	
41	Record "	1		182.94		
St. Ry Comm.						
02	Steno		1		100.00	
07	Bookkeeper	1		200.00		
Equipment -						
02	Steno		2		77.84 145.25	
12	Comp op		1		107.60	
19	Chief clerk	1		188.31		
2-	Cost clerk	1	2	124.70	107.60 - 129.12	
31	Timekeeper	1	1	192.65	67.50	
41	Material clerk	1		192.65		
4.1	Shop clerk	1		123.65		
41	Record "		1		92.32	

Mr. W. E. Anderson -

K. C. Public Service Co.

82 -

Office Code	Firms Job Description	No Employed Male	No Employed Female	Range of Rates Male	Range of Rates Female	Changes Made
	Comptroller -					
02	Stenographer		1		150.65	
03	Typist		1		118.37	
06	accountant	1	1	269.00	204.44	
10	addressograph op	1		63.00	129.12	
12	Comptometer op		2		149.93	
16	Office boy	1		80.00		
18	statistical clerk		2		96.82 - 134.49	
19	Chief payroll clerk		1		134.49 120.00	✓ Rep. by Female in office 137.75 ✓
23	Payroll clerk	1	3	129.12	88.70 - 102.22	
3-	Record. clerk - - - -		1		102.94	
41	Stationery Store keeper	1		150.65		
41	asst " "	1		103.48		✓ Work lightened - Rep. by female in office 85.50 ✓
62	accounting clerk	1		97.79		✓ duties changed - work lightened Fem in office 148.25 ✓
62	Clerk - acct	1		157.20		
62	Voucher clerk	1		170.00		✓ Took on more work. Rep. by Fem. in office 163.75 ✓
94	Ledger clerk	1		150.65		
	Treasurer -					
02	Stenographer	1	1	204.44	103.32	
16	Cash girl - Clerk cost room		1		70.00	
19	Chief clerk Cash room	1		180.00		
20	Paymaster	1		226.00		
20	asst "	1		177.56		
20	Ticket clerk	1		204.44		
45	Clerk - money car	2		120 - 160.00		✓ Rep. by man in co. not office but exp. in co. made him valuable. 135.00 ✓
45	" cash room	2		✓ 130 - 141.34		
45	cash - auditing clerk	1		130.48		
94	Clerk - cash room		4		81.44 (2) 85.08 92.32	
94	Clerk.		1		85.00	

K.C. Public Service Co.

Office Code	Firms Job Description	No Employed Male	No Employed Female	Range of Rates Male	Range of Rates Female	Changes made -
Transportation -						
02	Steno	2	3	✓ 107.60 – 118.37	82.82 118.37 161.42	✓ Rep. by inexperienced younger girl from outside 85.00
03	Typist clerk		2		72.60	
15	File clerk	1	1	123.74	72.60	
17	Cashier	7		122.72 145.43(2)/166.77 129.40 150.65 188.31		
17	Ticket agent.	1		150.65		
18	Computation stat clerk	1		85.08		
18	Statistical clerk	7	1	107.60 172.17 139.92 182.94(3) 166.77	112.98	
18	Mileage stat clerk.	11		139.92 161.42(3) 174.47 150.65(2) 166.77(2) 182.94(2)		
18	Cashier or Farebox man	5		89.85 107.60 90.00(2) 112.98		
19	Supervisor of Schedules	1		215.20		
31	Dispatcher	4		177.56 193.71 188.31 215.20		
Law						
01	Secretary		1		130.28	
02	Steno		2		90 – 99.75	
02	Steno - clerk		2		77.61 – 99.39	
02	Legal steno		2		118.37 – 139.96	
03	Typist		1		90.00	
15	File clerk		1		96.82	
18	Stat. clerk		1		113.54	
75	Claims adjuster - adjuster	4		180.00 199.06 187.05 232.66		Rep by man in office ✓ 180.00
75	Investigator	4		173.19 215.20(2) 248.43		✓ Rep. by man in office 173.19
75	Investigation clerk	11		125.00 130.00 150.65 ✓ 128.68 134.49(2) 162.09 150.00 173.19(3)		✓ Rep. by older man from outside (exp) 150.00 ✓ Rep. by man in office 150.00

K. C. Public Service Co -

Office Code	Firm's Job Description	No Employed Male	No Employed Female	Range of Rates Male	Range of Rates Female	Changes Made
Way & Street -						
11	Blue printer	1		85.08		✓ not yet replaced, just leaving - will be replaced
19	Chief clerk	1		172.17		
2-	cost clerk		1		129.12	
~~31~~ 23	Pay roll clerk		1		134.49	
31	Timekeeper	1		120.00		not yet replaced - just leaving - will be replaced
Purchasing -						
03	Clerk & Typist		1		107.60	
14	Tel op		2		96.82 (2)	
19	Chief clerk & Sec.		1		172.17	
91	asst purch agt	1		242.10		
93	Invoice clerk	1		155.25		
Stores						
02	Steno		1		90.00	
03	Clerk - typist		1		92.32	
06	accountant	1		180.00		
12	Comp. op		1		96.82	
41	asst to gen'l storekeeper	1		188.31		✓
41	Stock clerk	4		60.00 91.07 85.00 150.65		Rep. by 2 older men experienced from outside 88.00 each ✓
94	Receiving clerk	1		145.46		
Comm -						
02	Steno		1		125.00	

Co has given some general raises since 1940

There are 20 Vacancies not yet filled - Miss Watts checked this carefully -

These are 2 supervisory clerks - 4 Div. clerks. - 2 attorneys - law clerks 3 Engineers 5 -

Two Heads of depts - executives - 1 blue printer - 1 time keeper -

no train

Women's Bureau
U. S. Department of Labor
Washington

Agent S. A. Wunder
Date 4 Nov., 1942
City Kansas City, Mo.

WAR SHIFTS IN PERSONNEL REQUIREMENTS IN OFFICES AND STORES

1. Business Retail & ~~Apparel~~ Department Store

2. Firm Name 6 John Taylor Co. 3. Address 1034 Main St.
4. Persons interviewed and positions Mr. C. E. Coulter, Supt.

5. Persons employed: +3.8%

	Scheduled date 10-19-1940 Men	Women	October 10, 1942 Men	Women
Office clerical, prof., adm.	4	49 T. 53	4	51 T. 55
Sales				T. 283
Maintenance			(over)	T. 115
Other				
				T. 453

6. Number men lost from October 1940 to October 1942:
For Armed Services 1 clerical, 9 others 130 Other reasons 4 to defense + unknown no. Negro elevator operators

7. Number men expected to leave: Remainder of 1942 Nobody knows In 1943 Nobody knows

8. Extent to which war has affected business operations since January 1942: Slightly increased volume of sales, new people have moved into Kansas City, have more money due to defense work, & over, customers doubling up & buying more at a time. Almost no silk or nylon hose, or woolen blankets. 3/ avr.

9. Resultant effect on:

	Numbers Added	~~Dismissed~~ Left	Occupations
Men Employees	—	—	
Women Employees	3		Gen'l office & billing mach. ops.

Can only answer generally about the same except as noted. With new people, more are needed to do same amount of work

10. Men's occupational vacancies since October 1940: No record - gave notes from memory

Vacancies Job No.	Occupations	Rate of pay	Rate of pay of job filled by Advancement of employee in office Men	Women	By outside employee Experienced Men	Women	Beginners Men	Women
1 6	Credit interviewer	$25.00 per wk.			$28.00 older, experienced			
	Sales & Other Jobs:							
4	Floor men	25-30	3-same rate		1 older-25	—		
1	Clerk-delivery	N.P.	$25 less per mo.—This one's place filled by older F. from inside					
1	Maintenance mechanic-	Not replaced yet, haven't found all round experienced M.						
4 ✓ 3	Shoe salesmen	N.P.			2 older M. over 40—about same pay	(1 F. less pay, inexperienced on shoes)		

11. Would firm be interested in experienced women displaced in other goods industries?
Not feeling any special labor shortage, always had older people, & can usually wait till they get the right one for a vacancy. When W.B. agents get too old for U.S. jobs, suggested we come here and apply for work.

12. Post-war outlook for business
Could retire if he only knew the answer to that!

WB - 42-137

1/ Too busy to keep detailed records. Could give me only totals from pay roll summary, not broken down into M. & F. Total 453 does not include 34 "extras."

2/ Remington Arms has had big plant just outside K. C. at Lake City. Pratt & Whitney opens big plant Jan. 1, 1943.

3/ In efforts to substitute new brands etc., now buy kid gloves from Mexico.

4/ High turnover among elevator op. Need M. because cars are old & heavy. Have had Negroes here & as porters for 40 yrs. Have been replacing by young M. Negroes who go fast to defense work. Only 1 porter gone, replaced by older M.

3 M. hair stylists in beauty salon, replaced by M. at same pay.

1 Card writer & window trimmer, drafted, replaced by boy with 1 eye, less pay.

Of 30 F. gone, sales, including 2 PBX op., 13 went into defense. Replaced by older F. Those who haven't worked for several years are slow – most are only medium or fair. [illegible]

A number of wrappers have gone, 2 of whom into defense.

Now a few Negro stock girls – "temperamental, when in a stubborn mood, just have to leave them alone till they come out of it. No use getting others, they too will be stubborn – something like mules."

Warehouse & Delivery M. have union contract, wage raises therefore greater:

	1940 Sept.	1942 Sept.
Sheet writer (route clk)	22.20	33.60
Dock man (unloads freight)	24.20	35.40
Driver	32.50	40.80

No shifts here.

John Taylor (Store) 1034 Main St. Mr. C. E. Coulter Supt. Kansas City 1.

53-4-49

Dept.	Firm's job description	Code	No. of M.	No. of F.	Rate of Pay M. per week	Rate of Pay F. $ per week	Changes made
Adjustment Office	Adjustment clerks	75	–	2	–	1-15 1-18	
Credit	Credit authorizer,	61	–	3	– –	1-13 1-15 1-28	
	Interviewer	61	1	–	1-$20		Replaced - hired new - office $28.50 - Other had reached $25.00 - This man older
Employment	Employment clerk	23	–	1	–	1-22	
Receiving	Rec'g clerk	42	1	–	1-38		Same
	Marker	41	1	–	1-27		Same
Statistical	Stat Clerk	18	–	1	–	1-20	
Millinery	Steno-clk	23	–	1	–	1-22	
Shoes	Cashier	17	–	1	–	1-20	
Office	Check clk	93	1	–	1-36		Same
	Cashiers	17	–	7	–	2-14 2-15 1-22 1-23 1-25	
	Sorter	18	–	7	–	4-13 1-14 1-20 1-17	
	Billing & bkkpg mach. operators	13 .08 & 09	– –	9	–	1-16 3-17 1-18 2-20 2-22	

2.

John Taylor Kansas City

Dept.	Firm's job description	Code	No. of M.	No. of F.	Rate of Pay M.	Rate of Pay F. per week	Changes Made
Office	Stenographers Cashier-steno.	02	–	4	–	1-15 1-17 1-18 1-20	
	Comptometer operators, clerks	12	–	8	–	1-15 2-16 1-18 1-20 3-22	
	Typist	03	–	1	–	1-14	
	C.O.D. & will call clerk	8X	–	1	–	1-15	
	PBX op.	14	–	2	–	2-15	
	Correspondence clerk	05	–	1	–	1-15	

WED. TIMES, Nov. 4—By TIMES, Nov. 3

Taylor Topics!

Why You Should Shop Early this Wartime Christmas

You all know about the tremendous drain on man and womanpower for the war effort. You may not know, or have thought, how this affects a store's operations. The plain fact is we can't get the number of experienced people to serve you that we usually have during the Christmas season.

We are not complaining. John Taylor's is glad to co-operate in every way in the biggest job that confronts us all this Christmas . . namely, winning the war.

We do want to come as close as possible, however, to maintaining our high standards of service for you. By SHOPPING EARLY, **our unavoidably curtailed staff can spread its services to all of you so that your shopping will get the attention it deserves . . you will avoid frantic last-minute congestion and relieve an already strained delivery probem soon to be further complicated by gas and mileage rationing.**

We humbly ask your co-operation, Won't you SHOP TODAY **. . and** CARRY IT AWAY? **Christmas isn't so far away.**

Sincerely,

John Taylor's

no train

Women's Bureau
U. S. Department of Labor
Washington

Agent S. A. Wunder
Date 6 Nov. 1942
City Kansas City, Mo.

WAR SHIFTS IN PERSONNEL REQUIREMENTS IN OFFICES AND STORES

1. Business Retail ~~& Apparel~~ Department Store

6

2. Firm Name Jones Store 3. Address 12th & Main Sts.

4. Persons interviewed and positions Mr. Alexander H. Clark, President
Mr. Vinson, Paymaster

5. Persons employed:

	Scheduled date Oct. 1940 Men	Women	October 1942 Men	Women
Office clerical, prof., adm.	9	150 T. 159	4	129 T. 133
Sales			Total employees ✓	
Maintenance			run about 700,	
Other			with 330 salespeople, but varies from day to day.	

6. Number men lost from October 1940 to October 1942:
For Armed Services 50 Total for store (7 of former Office group) Other reasons Don't know. 1 credit authorizer @ $17, given $55 in defense

7. Number men expected to leave: Remainder of 1942 Don't know In 1943 Nobody knows

8. Extent to which war has affected business operations since January 1942: Greater volume — jumped from $6½ millions 1941 to $8 millions 1942. There is less credit and more cash business than before. Volume will drop later. Already no refrigerators, radios, kitchen enamel; few sheets & textiles.

9. Resultant effect on:

	Numbers Added	Dismissed	Occupations
Men Employees	N.R.	N.R.	N.R.
Women Employees	"	"	"

Total employees have increased a little, especially in sales force, but that varies: Thurs. Oct. 29, Total 731; Fri. Oct. 30, 647; Sat. Oct. 31, 743.

10. Men's occupational vacancies since October 1940:

Vacancies			Rate of pay of job filled by: Advancement of employee in office		By outside employee: Experienced		Beginners	
Job No.	Occupations	Rate of pay	Men	Women	Men	Women	Men	Women
✓ 1	61 Credit authorizer	15 per wk	—	$17				
✓ 1	60 Credit collection clk	17 "	$22					
✓ 1	16 Office boy	15 "	Changed many times,		boy →		N.R.	
✓ 1	19 Supervisor, credit col.	35^{50}			$37 — older M.		which replaced that M.	
✓ 1	41 Unit control clk	15	(Stock)	$17, 18 or 20	(several F. doing this work now, don't know)			
✓ 1	64 2nd asst to controller	28^{85}	(acctg clk)	$30	(F. now in training, M. soon to go. He now gets $40.)			
✓ 1	20 Ass't to merchandise mgr.	35		$\$27^{50}$	(This M. promoted to buyer, replacing M. drafted) (F. who replaces had been getting only $22.)			

11. Would firm be interested in experienced women displaced in other goods industries? Yes, if any were available. Government could help by training comptometer and bookkeeping machine operators in vocational schools or by persuading National Cash Register Co. or Comptometer Co. to continue former practice of giving this training free.

12. Post-war outlook for business There's no telling! This is biggest store in K.C. Would close up entirely if it were necessary to win the war, but some restrictions are difficult to understand. Too bad those who make them in Washington haven't had experience of trying to get funds from private business to meet payroll of 700 people, instead of just getting money needed from taxes as they do in Washington.

WB/- 42-137

√ Can't break down as we have it. Even office reorganization makes it questionable whether present totals of office workers are correct. Credit groups have been merged, and statistical and paymaster groups have been put with "other office assistants."

Hand 5050 **Jones Store** 1034 12th + Main Sts. 1.
Kansas City

Dept.	Firm's job description	Code	No. of M.	No. of F.	Rate of Pay M.	Rate of Pay F. per week	Changes Made
Auditing	Auditing clk	45	—	7	—	7-$15.00	
	"	45	—	2	—	2-16.00	
	"	19	—	1	—	1-120.00 per mo.	
Bookkeeping Accounts Payable	Bkkpg. mach. op.	08	—	3	—	3-15.00 per wk	
				1	—	1-16.00	
				1	—	1-17.00	
	Supervising head	19	—	1	—	1-25	
Accounts Receivable	Bkkpg. mach. op.	08	-	7	—	7-15.00	
	Bkkpg. clerk	5-	—	1	—	1-15.00	
	Office cashier	9X	—	5	—	5-15.00	4
	Head Bkpr	07	—	1	-	1-19.00	
	Supervisor of cashiers	19	—	1	—	1-22.00	
Credit	Credit clk	61	—	3	—	3-15.00	
	Credit interviewer	61	—	5	—	5-15.00	
	"			1	—	1-17.00	
✓	Credit authorizer	61	1	—	1-15.00	—	Replaced by F. @ $17 ✓ This M. went to defense industry. Was getting $17. Defense offers him $55!
			—	1	—	1-15.00	
			—	1	—	1-17.00	
Credit Collection ✓	Cred. collection clerks	60	—	4	—	4-15.00	
			1✓		1-17.00		~~Dia~~ Replaced by M. – $22 ✓ probably this time by F., next present M. to go soon to draft.
				1	—	1-18.00	
	Typist	03	—	1	—	1-15.00	
	Stenographer	02	—	1	—	1-16.50	
✓	Office & Mail boy	16	1	—	1-15.00		Changed many times- ✓
✓	Supervisor Credit Collection	19	1	—	1-35.50		Now promoted to credit mgr., Older, larger M. replaces him, $37 ✓

159-9-150

Jones Store

Kansas City

Dept.	Firm's job description	Code	No. of M.	No. of F.	Rate of Pay M. per wk	Rate of Pay F. per wk.	Changes Made
Unit Control	Unit control clk	41	—	6	—	6-15^{00}	T. 22-24
✓	"	41	1	—	1-15^{00}	—	F. \$17.18 - 20 ✓
	"	41	—	1	—	1-17^{00}	(Defense \$35-40)
	Supervisor, U.C.	19	—	1	—	per mo. 1-200^{00}	
Statistical	Comptometer	12	—	2	—	per wk 2-17^{00}	
	Statistician	18	—	1	—	1-25^{00}	
✓	2nd ass't to comptroller.	62	1	—	1-28^{85}	—	Now getting \$40 - will be replaced by F. now in training probably about \$30.
Paymaster's office	Timekeeper	23	—	1	—	1-15^{00}	
	Ass't paymaster			1	—	1-19^{00}	
	Paymaster	20-	—	1	—	per mo. 1-173^{32}	
Cashier-wrapping	Cashier-wrapper	9X	—	10	—	10-15^{00}	
				1	—	1-17^{00}	
Tube room	Cashier	7X	-	3	—	3-15^{00}	Eliminated
	Supervisor, cashier	18	—	1	—	1-17^{00}	
Adjustment Bur.	Adjust. clk	75	—	1	—	1-15^{00}	
Personnel	Personnel clk	18	—	1	—	1-15^{00}	
Tea room	Cashier	17-	—	1	—	1-15^{00}	
Appliance	Record clk	3-	—	1	—	1-18^{00}	
Furniture	Gen'l clk	03	—	1	—	1-16^{00}	
	"	18	—	1	—	1-15^{00}	
—	Mail clk	24	—	1	—	1-15^{00}	
Merchandise	Gen'l clk	18	—	1	—	1-15^{00}	
	Sec'y to mdse. mgr.	01	—	1	—	1-25^{00}	
✓	Ass't to mdse mgr.	20	1 ✓	—	1-35^{00}	—	✓ Promoted to buyer, replacing M. drafted. Replaced by F., salesgirl - 27^{50}
Comptroller	Sec'y to Compt.	01	—	1	—	per mo. 1-140^{00}	
Executive	" " Pres.	01	—	1	—	per wk 1-20^{00}	
Supt.	" " Supt.	01	—	1	—	1-25^{00}	

Jones Store

Kansas City

Dept.	Firm's job Description	Code	No. of M.	No. of F.	Rate of Pay M. per wk	Rate of Pay F. per wk	Changes Made
—	Telephone op.	14	—	3	—	$1-16^{00}$	
					—	$1-17^{00}$	
					—	$1-22^{50}$	
Will call	Will call clk	8X	—	3	—	$1-15^{00}$	
						$1-16^{00}$	
						$1-17^{00}$	
Receiving & Delivery	Receiving clk	41	—	2	—	$1-15^{00}$	
						$1-17^{00}$	
	"	18	—	1	—	$1-15^{00}$	
✓	Delivery clk	18	—	1	—	$1-15^{00}$	
✓	C.O.D. clk-checker	42	1	—	$1-27^{00}$	—	Older M is still there
Supply Rm	Supply Rm clk	41	1	-	$1-22^{00}$		" "
Warehouse	Record clk	41	—	1	—	$1-15^{00}$	
Extras							
Cashier-wrappers Inspectress	Clerical - pre-selling	3-	—	3	—	per day 2^{20}	
	Cashier-wrap	9X	—	17	—	per day 2^{20}	
Auditing	Auditing clk	45	—	2	—	per wk 13^{20}	
Accounts payable-bkkpg	Bkkpg clk	94	—	1	—	2^{20} per day	
		07	—	1	—	2^{20} "	
Acct's Rec'ble	Office cashier	7X	—	3	—	2^{50} "	
Credit ~~clk~~	Credit clk	61	-	5	—	2^{20} "	
				4	—	2^{50} "	
	Credit authorizer	61	—	1	—	15^{00} per wk	
Adjustment	Adjust. clk	75	—	2	—	2^{20} per d.	
Statistical	Comptom. op.	12	—	1	—	.40 per hr.	
	Statis. clk	18	-	1	—	2^{50} per day	

Extras (cont.)

Jones Store

Kansas City

Changes Made

Dept.	Firm's job description	Code	No. of M.	No. of F.	Rate of Pay M.	Rate of Pay F.
Unit Control	U.C. clerk	9X	—	2	—	2^{50} per day 15^{00} per week
Furniture	Information clk	-3	—	1		2^{50} per day
"	Record clk	3-	—	1	—	2^{50} "
Personnel	Personnel clk	03	—	1	—	15^{00} per week
Delivery	Inspector	9X	—	3	—	3-2^{20} per day

Women's Bureau
U. S. Department of Labor
Washington

Agent L. A. Wunder
Date 10 Nov., 1942
City Kansas City, Mo.

WAR SHIFTS IN PERSONNEL REQUIREMENTS IN OFFICES AND STORES

1. Business Retail store - 1 Mail order house — Department store, connected with

2. Firm Name Sears Roebuck 6 3. Address 1500 Cleveland Ave.

4. Persons interviewed and positions Mr. J. L. Froeke, Mgr. - Miss Boyd, Personnel.

5. Persons employed: Scheduled date Oct., 1940 / October 1942

	Oct., 1940 Men	Oct., 1940 Women	October 1942 Men	October 1942 Women
Office clerical, prof., adm.	4	63 - T. 67	4	75 - T. 79
Sales			47	94 - T. 141
Maintenance			Mostly M.	T. 75
Other				✓

6. Number men lost from ~~October 1940~~ Jan. 1, 1942 to ~~October~~ Nov. 1942:
For Armed Services 28 from total payroll (1 from office) Other reasons 47 to defense + other reasons since Jan. 1942.

7. Number men expected to leave: Remainder of 1942 No idea In 1943 Nobody knows!

8. Extent to which war has affected business operations since January 1942: About 5% decrease, and so about 10% decrease in total regular force of employees. No stoves, refrigerators, radios now, but increased sales in men's work clothing, shoes and piece goods, small items which means more clerical work.

9. Resultant effect on: Numbers Added ~~Dismissed~~ Left / Occupations
Men Employees 5 Salesmen in hard lines
Women Employees (5 Replacements in sales) Added to regular force from contingent force, selling in hardware (3), and auto accessories (2). F who do this can't be too finicky about finger nails etc. Now training older F. from contingent force for regular jobs: Young high school students, even part time, are more satisfactory than older F. sales on commission basis.

age

10. ~~Men's occupational~~ vacancies since October 1940:

Rate of pay of job filled by 2

Job No.	Occupations	Rate of pay	Advancement of employee in office: Men	Advancement of employee in office: Women	By outside employee, Experienced: Men	By outside employee, Experienced: Women	By outside employee, Beginners: Men	By outside employee, Beginners: Women
1 16	Messenger	17			At first 19	(now/will after Xmas	be replaced by F. now in training	19)
1 19	Supr. adjustment (Paid) clerks	35	45 (Transferred from Chicago)					
1 41	Inventory control supr.	37.50	45					
1 19	Ass't collections supr.	25.00	Not yet replaced, probably will be by M. transferred at $35					

Training — Nonclerical, from above

11. Would firm be interested in experienced women displaced in other goods industries?
Not yet, anyway, for reasons given in 9. Will use older F. from contingent force as needed, but will try to get high school students because they're much more satisfactory - quick, enthusiastic, more accurate + "better sales force, the most essential job we have. Without good salesclerks we go out of business. If we make sales, the rest of the force can double up + makeshift in different ways to do the rest of the work, but sales come first, and with beginners the young are best."

age

12. Post-war outlook for business Who knows?

WB - 42-137

1 ✓ Total employees = 216; clerical, 79; sales 141; warehouse & maint 75;

2 ✓ Wages for most employees, regularly there for 6 months, have gone up 25%.

Sears Roebuck - Retail Distribution - K.E.
J. L. Fronke, Mgr.; Miss Agnes Boyd, Personnel Director Kansas City - Mo.

Dept.	Firm's Job Description	Code	Number M.	Number F.	Rate of Pay M.	Rate of Pay F.	Changes Made
			4	63			
ADJUSTMENT	Stenographer-clerk	02		1		1-$19.00	
	P.B.X.-Typist	14		1		1-$15.00	
	Adjustment + Customer service clerk	75		1		1-$16.50	
	Biller (uses typewriter)	03		1		1-$17.10	
	Supervises adjustment clks	19	1		1-$35.00		Died-replaced M. transferred from Chicago—$45
ADVERTISING	Typist-helps with copy	03		1		1-$20.00	
	Office Messenger	16	1		1-$17.00		Enlisted in marines, replaced 2 or 3 times by boy, but next time will be replaced by F now in training (till Xmas) $19
AUDIT	Stenographer-Typist	02		1		1-$15.00	
	Comptometer opr.	12		6		3-$16.00 1-$17.00 1-$20.00 1-$28.50	
	Invoice	93		1		1-$17.50	
	Supervisor	19		1		1-$30.00	
CASHIER	Cashier	7X		3		1-$15.00 1-$17.00 1-$18.00	
	Supervisor of cashiers	19		1		1-$22.00	
COLLECTION	Correspondence (Form letters)	03		2		2-$16.00	
		05		3		2-$17.00 1-$17.50	
	Cashier	7X		1		1-$15.00	
		17		3		2-$16.00 1-$17.00	
		60		10		10-$.33 * extras + parttime	
	General clerk	60		1		1-$17.00	
	Supervisor (sends letters a/c's)	19		1		1-$17.75	
	Asst. Coll. Mgr	19	1		1-$25.00		Transferred & replaced by young M to go to Aircraft Accessories - not yet replaced - probably a transfer - $35

Sears Roebuck - Retail Dist. - Kansas City - Mo.

Dept.	Firm's Job Description	Code	Number M.	Number F.	Rate of Pay M.	Rate of Pay F.	Changes Made.
Credit	Billing - (typing)	03		1		1 - $17.00	
	Credit approver	61		3		1 - $17.00 1 - $18.00 1 - $22.00	
	Record and File clerk	15		1		1 - $15.00	
	Interviewer	61		9		3 - $15.00 1 - $16.00 5 - $.33 hr (extras)	
MERCHANDISE	Secretary + Stenographer	01		1		1 - $23.00	
	Comptometer Opr.	12		1		1 - $18.00	
	Inventory control ~~clerk~~ supv.	41	1		1 - $~~34~~ 50		Transferred to Detroit, replaced by M. promoted here - $45
	Marker (clerical)	18		1		1 - $15.00	
	Stock or Invoice clerk	41		1		1 - $15.00	
	Stock control records	41		1		1 - $15.00	
PERSONNEL	General clerk	18		1		1 - $17.00	
	Timekeeper	31		1		1 - $17.00	
RECORDS	Record clerk	41		1		1 - $16.00	
SUPT. OFFICE	Stenographer - secretary	02		1		1 - $17.00	
		01		1		1 - $30.00	

no train

4

Women's Bureau
U. S. Department of Labor
Washington

Agent S. A. Urman
Date 5 Nov., 1942
City Kansas City, Mo.

WAR SHIFTS IN PERSONNEL REQUIREMENTS IN OFFICES AND STORES

1. Business Retail Store - of Mail Order House / Department store, connected with

2. Firm Name Montgomery Ward 6 3. Address Corner St. John Ave. & Belmont Blvd.

4. Persons interviewed and positions Mr. Burgess, Manager

5. Persons employed:

	Scheduled date Oct., 1940 Men	Women	October 1942 Men	Women
Office clerical, prof., adm.	4	36 T. 40	3 ✓	36 - 39
Sales				
Maintenance				
Other				

6. Number men lost from October 1940 to October 1942:
For Armed Services 20 ~~Probably 2~~ (None from office) Other reasons N. R.

7. Number men expected to leave: Remainder of 1942 Nobody knows In 1943 Nobody knows

8. Extent to which war has affected business operations since January 1942: Greater volume, would be still greater if possible to get the merchandise - electric appliances & radios, & refrigerators out; very little men's clothing.

9. Resultant effect on:

	Numbers Added	Dismissed	Occupations
Men Employees			Slight decrease in clerical force - by 1 M.
Women Employees			

Not much change in numbers, a few less M., a few more F particularly in sales. F. doing well selling hardware, formerly done by M.; & furniture.

10. Men's occupational vacancies since October 1940:

	Vacancies: Job No.	Occupations	Rate of pay	Rate of pay of job filled by: Advancement of employee in office: Men	Women	By outside employee: Experienced: Men	Women	Beginners: Men	Women
Clerical	1 (b)	Credit clk, boy	$16 wk	Not replaced, get along without him					
	1 (b)	Claim clk.	22	30 - older M.					
Non-clerical	2	Counter display	N. R.	Replaced	by M.	N. R. on rates for these:			
	1	Porter						M.	
	1	Dept. head	N. R.	"	by F.				
	16	Salesmen	N. R.	"	" "	Commission basis for earnings			

11. Would firm be interested in experienced women displaced in other goods industries? Probably, if there were good experienced ones.

12. Post-war outlook for business Probable expansion, but nobody knows.

WB - 42-137

✓ Total employees 300 about; 50% of them sales. Simply can't take time to break down further.

2✓ Of these 20, 2 were counter display M., 1 porter, these replaced by M.; 1 dept. head replaced by F. promoted, and the remainder salesmen replaced by F., doing especially well in furniture, hardware, draperies. If necessary can replace almost entire personnel with F. except where big, heavy packages have to be handled.

Mr. Burgers, 1942 Montgomery Ward + Co. – K.C.
~~Mr. Barton Williams~~, Mgr. Kansas City, Mo.
Mrs. Osborne, Personnel

DEPT.	FIRM'S JOB DESCRIPTION	41 CODE	NUMBER M	NUMBER F.	Rate of Pay M.	Rate of Pay F.	Changes Made
			5	36			
CREDIT	Hand Bookkeeper	07		3		2-21.00	
						1-23.00	
	Credit Collector	60	1		1-30.00		
	Credit Clerk	61		12		1-15.00	
						3-16.00	
						6-17.00	
						1-18.00	
						1-19.00	
			1		1-16.00		N/c boy now – job eliminated
	Credit Manager	20	~~1~~		~~1-40.00~~		always F.
OFFICE	Stenographer	02		2		1-17.00	
						1-27.00	
RECEIVING	Comptometer operator	12		1		1-18.00	
	Claim Clerk	75	1		1-22.00		Replaced by M. – older @ 30
	Receiving Clerk Marker	41		4		3-16.00	
						1-17.00	
	Receiving Clerk	41		2		1-17.00	
						1-24.00	
	Department Head	19	1		1-30.00		
RETAIL STORE	Window cashier	9X		3		1-17.00	
						1-20.00	
						1-24.00	
	Sales Audit Clerk	45		1		1-18.00	
	Timekeeper	31		1		1-27.00	
SERVICE DESK	Service Desk Clerk	8X		2		2-16.00	
STOCK RECORD	Stock Record clerk	41		3		1-16.00	
						1-20.00	
TRAINING	Time Clerk Records New Employees–	19		1		1-25.00	
						1-35.00	
	Gen'l clerk	18		1		1-20.00	

300 T – 50-50

20

Sales – F

Counter dis –

Porter

1 Dept. Head – F

Can replace all if nec.

Prefer not big heavy pails.

Hardware

no train

5

Women's Bureau
U. S. Department of Labor
Washington

Agent S. A. Wunder
Date 5 Nov., 1942
City Kansas City

WAR SHIFTS IN PERSONNEL REQUIREMENTS IN OFFICES AND STORES

1. Business Retail + Apparel Store

2. Firm Name 6 Harzfeld's 3. Address 11th & Main Sts.

4. Persons interviewed and positions Mr. Arthur Katrick, Office manager

5. Persons employed:

	Scheduled date 10-30-40 Men	Women	October 30 1942 Men	Women
Office clerical, prof., adm.	6	44 T. 50	3	55 - T. 58
Sales			20	150
Maintenance			6	9
Other				5

+16.0%

6. Number men lost from October 1940 to October 1942: 2
For Armed Services 26 from total personnel (2 from office) Other reasons 12

7. Number men expected to leave: Remainder of 1942 6, if only those without dependents In 1943 Nobody knows 3

8. Extent to which war has affected business operations since January 1942:
Volume of business thus far somewhat increased, consumers have more money to spend

9. Resultant effect on:

	Numbers Don't know.		Occupations
	Added	~~Dismissed~~ left	
Men Employees	N.R. - except doubtless have fewer M.		
Women Employees	~~About 85%.~~ About 75 a yr. ago. Mostly sales also several comptometer operators. Impossible to replace latter have diluted work, giving part of work to adding mach: ops. Some increase in total payroll.		

10. Men's occupational vacancies since October 1940:

Vacancies			Rate of pay of job filled by					
			Advancement of employee in office		By outside employee			
					Experienced		Beginners	
Job No.	Occupations	Rate of pay	Men	Women	Men	Women	Men	Women
1	6 Expense clerk	$22 wk.	—	$22				
1	9 Ass't office mgr.	35 "	Not replaced - his work subdivided among ½ doz. others: purchasing, advertising etc.					
1	14 Office boy	15	Job eliminated					

11. Would firm be interested in experienced women displaced in other goods industries? 4
"Show us one." There simply are none available & things will be worse after Pratt & Whitney opens new plant in Jan. 1943

12. Post-war outlook for business Who knows? If clothing is rationed, or a lid put on inventories, business will be reduced to almost nothing, then will have to rebuild from just a skeleton.

WB - 42-137

1✓ Approximate figures only. Total payroll runs from 300-350, varying from day to day, and not broken down. Mr. K. had to guess at break down.

2✓ About 75 F. lost to defense. Among M. mostly sales, 1 presser, 1 floorman, 2 display, 2 maintenance,

3✓ The 6 he guessed is for 1942 and 1943 provided only men without dependents are taken. These include 2 or 3 buyers.

4✓ If the U.S. Government really wants to help, why don't they see that vocational training schools train comptometer & bookkeeping machine operators as well as machine hands.

Have put F. in some floormen's jobs, also selling shoes.

Harzfeld's now pays comptometer operators $78-85 per month a general wage increase of 15% in past year. Pratt & Whitney has already asked U.S.E.S. for 21 comptometer operators to start Jan. 5 at $125-135 per month.

T.W.A. recently offered Harzfeld's accounts payable clerk, F., now getting $145 (almost double what she had 2 years ago) the sum of $180 per month. She turned it down, but they may try again later with higher offer.

Firm tries to arrange 1/2 day off per week for office, but difficult. Government has requisitioned typewriters etc., tho' more clerical work to do. Monthly statements often 10 days late.

The day I was there Mr. K. himself had to help stuff pay envelopes in order to get out pay roll, because one person was out sick.

Harzfeld's Inc. 11th & Main Sts. Kansas City - Mo.

50-6-44

Mr. Arthur Kabitch, Office mgr.
Miss E. Thomas, Payroll Clerk

Dept.	Firm's job description	Code	Number M	Number F.	Rate of Pay M	Rate of Pay F	Changes Made
			7	43			
ACCOUNTS PAYABLE	Bookkeeping machine opr	08		1		1-18^{00}	
	Biller	09		1		1-22^{00}	
	Comptometer operator	12		2		1-16^{00} 1-20^{00}	
	Invoice Clerk	93		1		1-15^{00}	
	Stuffer	5-		1		1-15^{00}	
ACCOUNTS RECEIVABLE	Stencil Cutter -Typist	03		1		1-15^{00}	
	Elliot-Fisher mch opr	08		5		1-15^{00} 1-16^{50} 2-18^{00} 1-27^{50}	
	Stuffer	5X		1		1-15^{00}	
ACCOUNTING	Stenographer	02		1		1-18^{00}	
	Bookkeeper	07		1		1-27^{50}	
		94		1		1-15^{00}	
	Cashier	9X		1		1-15^{00}	
		17		2		1-15^{00} 1-18^{00}	
	Expense Clerk	62	1		1-25^{00}		Gone to defense - Replaced by F. transferred from credit union where loans had fallen off. Same pay. Has done well for 8 mos., slated for increase.
	Office Manager	19	1		1-37^{00}		
	Ass't Office Manager	19	1		1-35^{00}		Army - had become "expense controller" not replaced - his work divided among 1/2 doz. others - purchasing, advertising etc.
CREDIT	Credit Collector	60	1		1-18^{00}		
		61		2		1-15^{00} 1-18^{00}	
	Credit Manager	20	1		1-40^{00}		
	Charge Authorizer	61		2		2-15^{00}	
	Office Boy	16	1		1-15^{00}		Army - no office boy now - job eliminated & divided up among everybody.
	Stuffer	5-		1		1-15^{00}	
DIRECT MAIL	Stenographer	02		1		1-15^{00}	

Harzfeld's Inc - Kansas City - Mo.

Dept.	Firm's job description	Code	Number M.	Number F.	Rate of Pay M.	Rate of Pay F.	Changes Made
DIRECT MAIL	Typist	03		1		1-15^{00}	
	File Clerk	15		1		1-15^{00}	
	Office Manager	22		1		1-22^{00}	
DRESS	Buyer's clerical	18		1		1-15^{00}	
EXECUTIVE	Secretary	01		1		1-20^{00}	
P.R.	Bookkeeper	07		1		1-21^{00}	
PIECE RECORD CLERK	Comptometer opr	12		1.		1-20^{00}	
	Piece Record clerk	23		4		2-15^{00} 2-18^{00}	
	~~Office Manager~~	~~19~~	~~1~~		~~1-35^{00}~~		
SALES AUDIT	Comptometer operator	12		4		2-15^{00} 1-18^{00} 1-20^{00}	
SHOES	Buyer's stenographer	02		1		1-16^{50}	
	Buyer's Clerical	18		1		1-15^{00}	
SPORT	Buyers Clerical	18		1		1-15^{00}	

Rec'd 11/8/1940

banks, Morse and Co. 50

s Study – Oct. 31, 1940

Fairbanks + Morse.

no sched.

no key card.

29

		(2) City		(4) Sex	(5) Age	(6) Marital Status at 10-31-40	(7) Present Occupation	(7A) Dept.	(8) Salary Per Month	(8A) Earnings Last Pay Period 10/16/40 to 10/31/40	(8B) Days	Hrs.	OT.	(9) Years Earnings 1939	(9A) Periods Worked	(10) Bonuses Etc.	(10A) Basis for Bonus	(11) First Job This Company	(11A) Date	(11B) Salary	(11C) Continuous Yes or No
		nsas	City	Male	22	Single	18 Clerk	Sales Promotion	100 00	50 00	12½	90¼	✓	✓	✓	✓	✓	Clerk	10-1-40	100 00 mo.	Yes
		"	.	"	59	Married	Sales Engineer	Pump and Erection Dept	175 00	87 50	12	87	✓	2059 62	11½+	✓	✓	Salesman	Sept. 1921	215 00 "	"
		"	"	"	45	"	" "	Scale Dept.	225 00	112 50	12	87	✓	2700 00	12	✓	✓	"	2-1-19	100 00 "	No.
		"	"	"	21	Single	" "	Elec. Dept.	85 00	42 50	12	87	✓	467 77	6	✓	✓	Sales Engineer	8-14-39	75 00 "	Yes
		"	"	"	31	"	18 manager Sales Promotion	Sales Promotion	100 00	50 00	12½	90¼	✓	1200 00	12	✓	✓	Clerk	4-19-37	100 00 "	"
		"	"	"	62	Married	Sales Engineer	Scale	200 00	100 00	12	87	✓	2400 00	12	✓	✓	Stenographer	Jan 1899	8 00 Wk.	"
		"	"	"	59	"	" "	Dealer Sales	225 00	112 50	12½	90¼	✓	2700 00	12	✓	✓	Office boy	July 1897	4.50 "	No
		"	"	"	50	"	" "	Machinery Sales	250 00	125 00	12	87	✓	3000.00	12	✓	✓	Salesman	12-29-31	300 00 mo.	Yes
		"	"	"	28	"	" "	Air Conditioning	150 00	75 00	12½	90¼	✓	1800.00	12	✓	✓	manager Sales Promotion	3-6-35	115 00 "	"
10	B. V. Wells	"	"	"	58	"	" "	Dealer Sales	150 00	75 00	12½	90¼	✓	1765 38	11½+	✓	✓	Clerk	10-14-09	12 00 Wk.	"
11	T. G. Williams	"	"	"	40	Single	In charge of Stock Room	Repair Parts	114 88	57 44	12	87	✓	1378 56	12	✓	✓	Shipping Helper	5-4-19	18 00 "	"
12	Thomas Yonley	"	"	"	48	Married	Sales Engineer	Elec. Dept	225 00	112 50	12½	90¼	✓	2700.00	12	✓	✓	manager Elec. Dept.	1-15-25	250 00 mo.	"
13	K. M. Walsh	"	"	Female	22	Single	Telephone Operator		60 00	30 00	12	87	✓	✓	✓	✓	✓	Tel. Operator	10-7-40	60 00 "	"
14	M. A. Blauw	"	"	"	40	"	File Clerk + Typist	Stenographic	75 00	37 50	12½	90¼	✓	747 50	11½	✓	✓	"	8-5-31	75 00 "	No
15	M. I. Bolinger	"	"	"	34	"	Tele. Operator + Typist	"	75 00	37 50	12½	90¼	✓	780 00	12	✓	✓	"	10-1-36	65 00 "	yes
16	P. R. Kenny	"	"	"	40	Widow	Secretary to Manager	"	110 00	55 00	12	87	✓	1320 00	12	✓	✓	Stenographer	June 1927	100 00 "	"
17	G. W. Schooling	"	"	Male	19	Single	Office Boy	Accounting	55 00	27 50	12	87	✓	86 67	1½+	✓	✓	Office Boy	11-14-39	55 00 "	"
18	Frank Miller	"	"	"	36	Married	Janitor	Janitor	81 52	40 76	12½	90¼	✓	978 24	12	✓	✓	Janitor	Oct. 1925	20 00 Wk.	"
19	W. H. Calhoun	"	"	"	34	Single	Clerk	Accounting	135 00	67 50	12½	90¼	✓	1440 00	12	✓	✓	Clerk	12-15-25	100 00 mo.	"
20	C. Hart	"	"	"	64	Married	Bookkeeper	"	150 00	75 00	12½	90¼	✓	1800 00	12	✓	✓	Bookkeeper	2-11-15	95 00 "	No
21	T. G. Snitz	"	"	"	34	"	Cashier	"	165 00	82 50	12	87	✓	1822 50	12	✓	✓	Clerk	8-30-25	90 00 "	Yes
22	R. L. Lamar	"	"	"	22	Single	Order Clerk	"	65 00	32 50	12	87	✓	630 00	12	✓	✓	Office Boy	4-1-38	50 00 "	"
23	T. F. Hill	"	"	Female	38	"	General Stenographer	Credit	104 74	52 37	12	87	✓	1256 88	12	✓	✓	Stenographer	6-24-28	100 00 "	"
24	Karl Jurgensen	"	"	Male	58	Married	Credit Mgr.	"	225 00	112 50	12	87	✓	2700.00	12	✓	✓	"	8-13-13	75 00 "	"
25	G. E. Conner	"	"	Female	42	Single	Stenographer	Sub. Branch	75 00	37 50	12½	90¼	✓	900 00	12	✓	✓	"	1-22-35	75 00 "	"
26	H. W. Hasenauer	"	"	Male	57	"	Clerk	" "	125 00	62 50	12½	90¼	✓	1500 00	12	✓	✓	Clerk	8-6-17	75 00 "	"

Ord Sales engineers = technical salesmen

Wk. End
10/19/40

Harzfeld's Inc., K.C., Mo.
Retail Apparel (Women's)
2-Weeks ending 10/19/40
12 days, 96 hours

Sex 1	Age 2	Single or Married 3	Present occp. 4	Dept	Present Rate 9	per	Date of [illegible] job	Earnings 15 1939	Earnings 11 last p. period	1939 Periods 17 worked	First 5 job co.	Date	Entering firm First mo.	Salary	Cont. 6 Yes or no.
f.	26	m.	Secret.	Ex.	2000	wk	3/31/37	796.50	4000	12 mo.	Typist	3/31/37	065	1500	Yes
f	39	s.	Biller	accts pay.	2200	"	5/11/20	910.00	2200	" "	Elliott-F.	5/11/20		2500	"
f	22	s.	Steno.	acctg	1800	"	8/26/40	—	3600	— —	Steno	8/26/40		1800	"
f	31	s.	Cashier	Acctg	1800	"	6/18/28	86800	3600	12 mo.	Wrapper	10/2/23		1200	"
f	42	s.	bookkeeper	"	2750	"	2/11/29	143458	5500	" "	bookkeeper	2/11/29		2800	"
f	27	s.	Comp opr.	a/c pay	2000	"	7/13/31	95484	4000	" "	wrapper	6/1/29		1200	"
f	20	s.	" "	" "	1600	"	5/21/40	—	2667	—	Comp. opr.	5/21/40		1600	"
f	31	s.	Invoice clk.	" "	1500	"	11/18/39	9250	3000	6 wks	Invoice clk	11/18/39		1500	"
f	41	m.	comp opr.	sales audit	2000	"	5/22/39	64000	4000	32 wks	Comp opr.	5/22/39		2000	"
f	29	divorced	Comp opr	Sales audit	1800	"	7/26/40	—	3600	—	Comp. opr.	7/26/40		1800	"
f	23	m.	" "	" "	1500	"	6/5/40	—	3000	—	" "	6/5/40		1500	"
f	32	s.	bookkeeper	p. r.	2100	"	8/20/34	109550	4200	12 mo.	wrapper	9/14/25		1500	"
m	41	m.	Exp. clk	Acctg	2200	"	8/5/39	38600	4400	21 wks	Exp. clk	8/5/39		1800	"
f	43	s.	wrapper	Will call	1800	"	7/5/23	94675	3600	12 mo.	wrapper	1/3/21		1400	"
m	33	m	off. mngr.	Acctg	3700	"	1/3/38	175669	7400	12 "	stock work	8/25/24		1500	"
m	26	s	asst mngr.	"	3500	"	3/25/40	182000	7000	" "	Copywriter	6/1/37		3500	"
f	28	m	bookkeeper	"	1500	"	9/21/40	—	3000	—	bookkeeper	9/21/40		1500	"
f	31	m.	cashier	"	1500	"	9/9/40	21176	3000	~~P.T.~~	wrapper	8/18/39		1500	no
f	35	widow	Comp. opr.	Sales audit	1500	"	10/3/40	—	3000	~~—~~	Comp. opr.	10/3/40		1500	yes
m	28	s.	cr. coll.	Credit	1800	"	8/12/39	73233	3600	44 wks	stock	5/28/36		1500	no
f	33	m	cr. mngr.	"	4000	"	10/2/26	185669	8000	12 mo.	Saleswoman	9/24/26		1800	Yes
f	37	m	asst cr. mngr	"	3500	"	11/29/30	167370	— see	12 mo.	collect. clk.	11/29/30		2000	yes
f	20	s.	chg. authorizer	"	1500	"	9/2/39	20500	3000	16 wks	chg authorizer	9/2/39		1500	"
f	26	s	" "	"	1500	"	7/11/38	77780	3000	12 mo.	" "	7/11/38		1500	"
m	19	s.	office boy	"	1500	"	4/6/39	74413	3000	"	stock	6/4/38		1500	"
f	26	m	steno	"	1500	"	8/13/40	—	vac	—	steno	8/13/40		1500	"
f	19	m	stuffer	"	1500	"	9/3/40	14700	3000	10 wks	stock	10/16/39		1500	"
f	25	s	cr. coll	"	1500	"	5/10/38	71043	3000	12 mo.	cr. coll	5/10/38		1500	"
f	36	m	" "	"	1800	"	9/28/40	—	3600	—	" "	9/28/40		1800	"
f	21	s	Elliott-fisher	a/c rec	1500	"	7/11/39	37703	3000	26 wks	Elliott-fish	7/11/39		1500	"
f	42	s	" "	"	2750	"	9/9/28	143862	5500	12 mo.	" "	9/9/28		2300	"
f	25	m	stuffer	"	1500	"	5/19/37	6250	3000	P.T.	wrapper	11/29/35		1200	no
f	21	s	Elliott-fisher	"	1650	"	2/28/38	79046	3300	12 mo.	stuffer	2/28/38		1500	yes
f	43	s	" "	"	1800	"	10/26/32	94866	3600	12 mo.	Elliott fish	10/26/32		1200	"
f	19	s	stencil (typist) cutter	"	1500	"	7/29/39	26988	3000	18 wks	stuffer	7/29/39		1500	"
f	30	m	Elliott-fish	"	1800	"	9/16/40	—	3600	—	Ell. fish	9/16/40		1800	ex
f	26	s	bookkeeper (machine operator)	a/c pay	1800	"	6/1/34	88510	3600	12 mo.	stuffer	6/1/34		1350	yes
f	18	s	stuffer	"	1500	"	8/26/40	—	3000	—	"	8/26/40		1500	"
f	51	m	File clerk	Direct Mail	1500	"	10/7/30	76500	3000	12 mo.	file clerk	10/7/30		1500	"
f	20	s	Steno	" "	1500	"	5/8/39	50750	3000	34 wks.	Steno	5/8/39		1500	"
f	40	m	off. mngr	" "	2200	"	12/10/28	115841	4400	12 mo.	Typist	12/10/28		1200	"
f	35	s	Typist	" "	1500	"	1/1/39	76250	3000	" "	wrapper	6/15/31		1200	"
f	27	m	buyers clerical	Sport	1500	"	5/17/37	77725	3000	" "	clerical	5/17/37		1350	"
f	27	s	" Steno	Shoes	1650	"	8/30/37	78000	3300	" "	wrapper	6/5/33		1200	"
f	24	s	" clerical	"	1500	"	10/25/37	78000	3000	" "	clerical	10/25/37		1200	"
f	19	s	" "	Dress	1500	"	7/17/39	29250	3000	20 wks	"	7/17/39		1500	"

Hargfeld's Inc. - K.C. Mo
Retail Apparel.

U.E.
10/19/40

	Sex	Age	Single or Married	Present Occp.	Dept.	Present Rate	per	Date of 1st off. job	Earnings 1939	Earning last p. period	1939 Periods worked	First job Co.	Date	Salary	Cont. Year in
47	f	34	m	Comp. opr.	Piece record clerk	2000	wk.	12/9/31	104080	4000	12 mo.	Buyers clev.	12/9/31	1500	Yes
48	f	35	s	P.R. cl.	"	1800	"	5/16/32	93869	3600	" "	wrapper	8/23/20	1200	"
49	f	34	m	"	"	1500	"	5/31/38	76040	3000	" "	stock	10/16/36	1200	"
50	f	42	m	"	"	1500	"	10/4/37	64000	3000	44 wks	wrapper	9/10/34	1350	"
51	m	24	m	off. mngr.	"	3500	"	9/25/39	21000	7000	14 wks	p.r. clk.	9/25/39	1500	"
52	f	38	widow	p.r. clk.	"	1800	"	8/16/26	77045	3600	12 mo.	Cashier	8/16/26	1800	No
53	f	40	s	cashier	Accty	1500	"	2/24/23	75250	3000	" "	wrapper	7/12/20	1200	Yes
	f	38	m	✓wrapper	Und.	1500	"		75750	3000	" "	"	6/13/29	1200	"
	f	37	m	"	cts	1500	"	Same as key etc.	70900	3000	47 wks	"	4/25/32	1200	"
	f	23	m	"	Sport	1500	"		39125	3000	P.T.	"	2/2/35	1200	No
	f	34	m	"	Mill.	1600	"		73652	3200	46 wks	"	9/21/29	1500	Yes
	f	19	s	"	Dress	1500	"		54109	3000	44 "	Stock	10/31/38	1200	"
	f	34	s	"	Shoe	1500	"		73344	3000	12 mo.	wrapper	12/2/35	1350	"
	~~m~~	~~40~~	~~m~~	~~packer~~	~~Gift~~	~~2000~~	~~"~~		~~23500~~	~~4000~~	~~12 wks~~	~~packer~~	~~10/16/39~~	~~2000~~	~~"~~
	f	35	m	Inspector	(Head)	2250	"		101950	4500	12 mo.	wrapper	3/5/23	1200	"

✓ May want to omit wrappers - since they handle no money & have no cashiering to do - inspect & wrap only. Did we omit these in Phila?

1

Women's Bureau
U. S. Department of Labor
Washington

Agent S. A. Wunder
Date 12 Nov., 1942
City Kansas City, Mo.

WAR SHIFTS IN PERSONNEL REQUIREMENTS IN OFFICES AND STORES

1. Business Wholesale drugs – own goods

2. Firm Name McKesson - Faxon (McKesson-Robbins) 3. Address 712 Broadway

4. Persons interviewed and positions Mr. H. D. Faxon, Principal V. Pres.; Mr. Davidson, Mgr.; Mr. E. H. Hanson, ass't sec'y & comptroller

5. Persons employed:

	Scheduled date Men	Women	October 1942 Men	Women
Office clerical, prof., adm.	21	28 T. 49	18	34 T. 52
Sales			No inside salesmen	
Maintenance				1
Other				T. 95

6. Number men lost from October 1940 to October 1942:
For Armed Services 34 ? from Total payroll (6 of these from office) Other reasons 2 boys from warehouse went to defense.

7. Number men expected to leave: Remainder of 1942 5 probably In 1943 ? "Nobody knows"

8. Extent to which war has affected business operations since January 1942: Slight increase, but likely soon to fall off unless taken out of "non-essential" classification. Some of business now is for government, so they keep going much as before.

9. Resultant effect on:

	Numbers Added	~~Dismissed~~ Left	Occupations
Men Employees	No noticeable change. Later may have to take salesmen off road. [now 20		
Women Employees	10 in warehouse, to replace M. —		Order pickers, formerly 10 M.

Have to be given time to get familiar with names of drugs, for error might cost lives. If salesmen have to come off road, those towns won't be reached in these wide open spaces, neither trains nor busses go there. Salesmen won't be likely to fit into warehouse. Only few can be used in office.

10. Men's occupational vacancies since October 1940:

Vacancies			Rate of pay of job filled by					
			Advancement of employee in office		By outside employee			
					Experienced		Beginners	
Job No.	Occupations	Rate of pay	Men per month	Women	Men	Women	Men	Women
16	Accounting clk	194^{64}	Not replaced, most	of work	done by Mr. Hanson himself			
193	Direct buyer"	100		104				
117	Ass't cashier	130^{13}	160^{33}		(part by order clerk promoted			
140	Order clerk	$110^{—}$	Job rearranged		part of it done by F. promoted from			75 to 108^{33}
* 140	Claims clerk	100^{10}	This moved up	steno.				
19	Head, claims dept.	152^{88}	to this @ 138^{67}	@ 99^{60}				
141	Pricer, liquor	75^{01}		95^{33}				
141	Pricer (died)	140^{14}	156					

* vacant by promotion – For other vacancies by promotion, see Appendix A.

11. Would firm be interested in experienced women displaced in other goods industries? Real need is for husky men in warehouse, and for pricers and order clerks who know drugs and are accurate. Have to train own pricers and order clerks.

12. Post-war outlook for business Nobody knows. Local units like this won't be much affected by reconstruction work abroad.

1√ Total 147 — Office 52 total; outside, traveling salesmen, all M. — 27
52
27
68
147 Warehouse total 68, M.48, F.20

2√ Most M. in firm's employ at least 6-8 years, familiar with terminology of drugs & medical supplies, very important to be accurate, must therefore promote from within as much as possible. Of the 34 drafted, 6 from office, 4 salesmen, and 24 from warehouse.

3√ Though total payroll is up ~~only~~ 2%, this larger number is only 95% efficient compared with previous number.

Firm is definitely not interested in F. who might be laid off by retail stores. Never have difficulty in replacing F. who get married or move away, with friends of F. already working there. Comptometer operator, there 15 years, prefers to stay rather than go to defense for more money & longer hours.

Twice a year there are 6 extra F. who come in for 2 weeks each period to help especially on comptometer & bookkeeping machine jobs. Mostly married F. — 2 years ago were paid 50¢ per hour, now get 60¢ per hour. Whenever there is a vacancy, these F. are given first chance, and sometimes they're glad to take a steady job, and friends of theirs then replace them on this "extra" staff.

McKesson-Fapon (McKesson-Robbins Kansas City Unit)

Appendix A.

10. (Other vacancies by promotion - cont.)

					Outside employe	
Job	Occupations	Rate	M	F.	M.	F.
1 ✓	Accts pay. bkkpr	115	———	121^{33}		
4 ✓	Cost clerk	74^{67}	———	———	112^{67} (Older M.)	
1 ✓	Shipping & route clk	157^{52}	Young chap, had been getting 120, now on this job gets 138^{67}			

This route clk promoted to salesman @ more money.

✓ gone into armed services

McKesson-~~Robbins~~ Fapon

Oct. 1940

Total 49 - M. 21 - F. 28

Dept.	Firm's job description	Code	No. of M.	Rate of pay per month	✓ Changes Made Oct. 1942
Accounting	Accounting clk	62	1	1-$94.^{64}$	Not replaced, work divided, most of it done by Mr. Ham
	Acct's pay. bkkpr	07	1	1-115	Promoted to ass't cashier, replaced by F. \$121.33
Buying	Cost clerk	2-	1	1-74^{67}	Promoted to pricer, replaced by new M. (older) \$112.67
	Direct's buyer	93	1	1-100^{10}	✓ Replaced by F., \$104
Cashier	Ass't cashier	17	1	1-130^{13}	✓ Replaced by acct's pay. bkkpr, \$$160^{33}$
	Cashier	17	1	1-150^{15}	Still here, \$156
City desk	Order clk	40	3	1-109^{97}	Still here, \$$121^{33}$
				1-110^{11}	✓ Work rearranged, part done ~~replaced~~ by F., \$$99^{67}$
			✓	1-150^{15}	~~work rearranged~~ promoted to pricer, A. replaced by F. \$$108.^{33}$ She was promoted from \$75.
Claims	Claims clk	40	1	1-100^{10}	~~Replaced by M.~~, } jobs combined, now filled by M. + F. stenog. \$$138^{67}$ 99^{60}
	Head, claims dept.	19	1	1-152^{88}	Still here, but promoted ~~to~~ pricing,* ~~same rate~~
Credit	Ass't credit mgr	61	1	1-160^{16}_{01}	Still here, \$$175^{67}$
Liquor office	Pricer	41	1	1-~~54~~ 75 ~~80~~	✓ Replaced by F., \$$95^{33}$
Pricing	Pricer	41	4 *	1-120^{12}	Still here, \$$151^{67}$
			✓	1-140^{14}	Died, replaced by A. M. promoted, order clerk, city desk, \$156
				1-157^{43}	Still here, same rate (Old M., 70 yrs.)
				1-174^{72}	Still here, \$175
Warehouse	Stock clk	41	2	1-85^{02}	Still here, \$130
				1-100	" " , \$$138^{67}$
	Shorts buyer clk	40	1	1-121^{57}	" " , \$$147^{33}$
	Shipping route clk	42	1	1-157^{52}	Promoted to salesman, replaced by M. who was promoted, rate 138^{67}
	~~Stock clk~~	~~41~~	~~1~~	~~1-~~	

✓ gone to armed services

* M. promoted from claims - \$$160^{33}$ - extra pricer.

2

Ms Snow

Women's Bureau
U. S. Department of Labor
Washington

Agent S. A. Wunder
Date Nov. 13, 1942
City Kansas City, Mo.

WAR SHIFTS IN PERSONNEL REQUIREMENTS IN OFFICES AND STORES

1. Business Wholesale - own goods

2. Firm Name 7 General Electric Co., Apparatus Dept. 3. Address 106 West 14th St.

4. Persons interviewed and positions Mr. C. W. Anderson, local auditor

5. Persons employed: Scheduled date Oct., 1940 / October 1942

	Oct., 1940 Men	Oct., 1940 Women	October 1942 Men	October 1942 Women
Office clerical, prof., adm.	8	10 T.18	6	14 - T.20
Sales				
Maintenance				
Other			40	T.40

6. Number men lost from October 1940 to October 1942:
For Armed Services 10 from Total payroll (4 from clerical, 1 sales engineer, 5 service shop.) Other reasons 3 M. service shop men. 1 F. from office, to keep house

50.0

7. Number men expected to leave: Remainder of 1942 Don't know In 1943 If they only knew they'd know when war would end.

8. Extent to which war has affected business operations since January 1942: Business now practically 100% for war effort, and increased by installation of defense plants and air ~~fields~~ bases in Kansas and western Missouri. 3 of

9. Resultant effect on:

	Numbers Added	Numbers Dismissed	Occupations
Men Employees			
Women Employees	2 clerical		1 ediphone op.; 1 general clerical, works mostly on priorities for service shop.

10. Men's occupational vacancies since October 1940:

Vacancies: Job No.	Occupations	Rate of pay	Advancement of employee in office: Men	Advancement of employee in office: Women	By outside employee, Experienced: Men	Experienced: Women	Beginners: Men	Beginners: Women
1	41 Audit record clk	110 per month	148.23					
1	41 Stock clerk	100		137.98				
1	06 Accountant	185			169.56, much less experienced than other.			
1	16 Office boy	70						75
1	12 Cashier (transferred)	205	254.56					

11. Would firm be interested in experienced women displaced in other goods industries? Only if qualified for job open - experienced typist, stenographer & file clerk would be considered, tho' seldom any opening.

12. Post-war outlook for business See article by Mr. Charles E. Wilson - "Can We Save Free Enterprise?" - American Magazine, 250 Park Ave., New York.

WB - 42-137

√1 Total employees 60 — 20 clerical — 6 M, 14 F.

40 Other
- 20 service workshop — all M.
- 10 sales engineers " "
- 6 technical engineers " "
- 4 engineering specialists (turbine etc.)

Firm may later break in F. in service shop, where they could wind coils, armatures etc., just as they are doing in some big GE factories. So far not necessary.

√2 In April, 1941 ~~there~~ was an increase of $\$17^{\underline{39}}$ per month for all getting $4000 or less. Recently an added 5½ per hr. for this same group.

Most employees were on 37½ hr. week from 1932 to Feb., 1942. Then went on 40 hr. week and so these employees got 6⅔% increase at ~~that~~ time.

w –.

General Electric ~~Appliance~~ Co. — Apparatus Dept.
Mr. Fiske — Mr. C. M. Anderson, local auditor

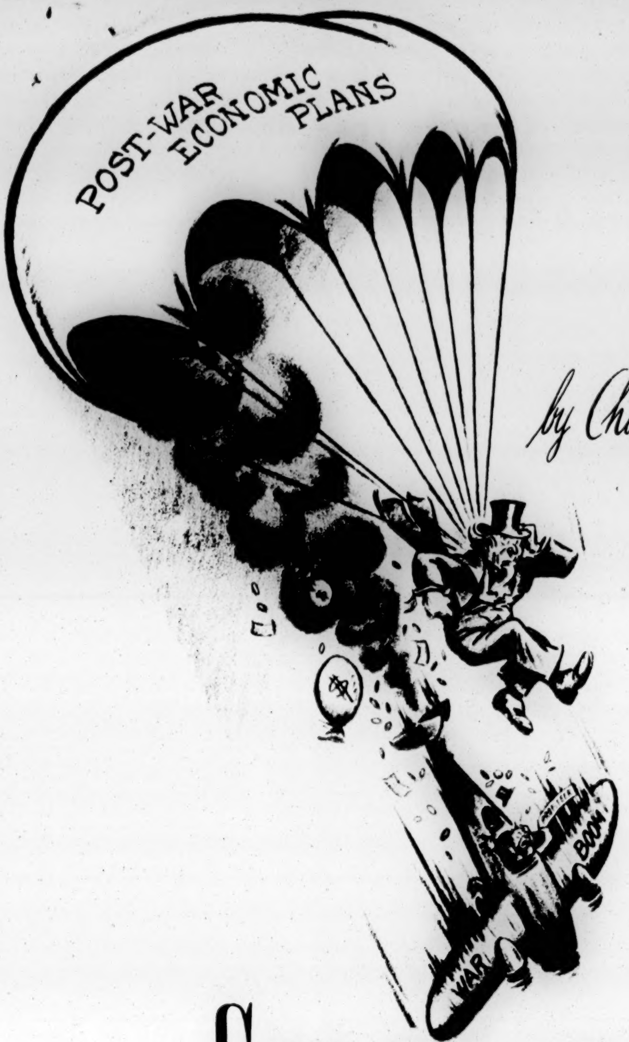
Total 18 – M. 8; F. 10

Dept.	Firm's job description	Code	No. of M.	Rate of pay M. per month	Changes Made
Accounting	Audit record clk	45	1	1-110	✓ Replaced by older M., new, @ \$ 148^{23}
	Credits, collections, cashier	20	1	1-205	Another M. ~~Still~~ here, @ \$ 254^{56} — original M. transferred.
Order Service	Stock clerk	41	1	1-100	✓ Replaced by F., @ \$ 137^{98}, promoted.
	Price Edit "	93	2	1-190 1-235	Now 238^{11} " 269^{01}
	Chief price edit clk	19	1	1-240	" 274^{15}
Service	Accountant	06	1	1-185	✓ Replaced by less experienced new M. @ 169^{56}
	Office boy	16	1	1-70	✓ Replaced by new, inexperienced F. @ 75. (Is being watched for advancement is taking hold well.)

Apr. 1941, increase of \$ 17^{39} per month for all getting \$4000 or less. Recent increase, 5½¢ per hr. for all getting \$4000 or less.

✓ Gone into armed services

On 37½ hr. week from 1932 to Feb. 1942. Then on 40 hr. week, & 10 employees got 6⅔ % increase.


POST-WAR ECONOMIC PLANS
WAR
BOOM

by Charles E. Wilson

Can we save FREE ENTERPRISE?

WHAT AMERICAN LEADERS ★ SAY ABOUT THIS ARTICLE ★

I have read and reread the proofs of Mr. Wilson's article. Similar thoughts have been milling about in the minds of us all, but it has remained for Mr. Wilson to put them in concrete form and to recommend a program.—*F. E. Williamson, President, New York Central.*

While war threatens our political system, peace may destroy our economic system. The American Federation of Labor will be glad to participate in any sincere co-operative effort to plan constructively for postwar emergencies. — *William Green, President, A. F. of L.*

Mr. Wilson has rendered a public service in stating the situation so clearly.—*H. W. Prentis, Jr., President, Armstrong Cork Company, and Chairman of the Board of the National Association of Manufacturers.*

I am quite sure the congress suggested by Mr. Wilson could do a splendid job in writing a program to tide over the afterwar period and preserve free enterprise; but, of course, it would die a-borning unless the public, with government sponsorship, was determined to put its conclusions into effect.—*C. M. Chester, Chairman of the Board, General Foods Corp.*

Charlie Wilson's article is right a million. I know the postwar crash is coming. I don't know how to meet it. But it is high time to begin to plan to meet it, and his idea of a convention of experts and spending as much as it takes to find out how, is an obvious best step.—*Hugh S. Johnson, former head of the NRA, famous military expert and columnist.*

In this article Charles Wilson makes another outstanding contribution to progressive thinking.—*Howard Coonley, Chairman of the Board, Walworth Company, Inc.*

This is a most excellent and timely article. I am sure it will be read with sympathetic interest and carry great weight—*P. W. Litchfield, Chairman of the Board, The Goodyear Tire & Rubber Company.*

★

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Can we save FREE ENTERPRISE?

by Charles E. Wilson

AS TOLD TO BEVERLY SMITH

Unless we plan now to meet the perils of peace, our business system may plunge into state socialism or worse. . . . . A startling challenge from one of America's great industrialists

Printed prior to publication in the November 1941 issue of The American Magazine

The author is the President of the General Electric Company.

IN ONE of our shops, the other day, I stopped to talk to a young man—one of the thousands taken on by our company since the big National Defense program began. He has been through our three months' training course; he has got well started in his job; he has already had a promotion.

It is his first regular job. On the strength of it he has married the girl he had been engaged to for two years. The young couple have made the first payment on their home.

"How do you like your work?" I asked him.

"Fine!" he said. "I'm really getting the hang of it now. This is the real thing. But"—and here his face fell—"what am I going to do when the emergency is over? What are all us fellows, working on the national defense—what are we going to do then?"

Multiply that youngster by several

millions, and you realize the extent and implications of the "defense boom." Young men with their first jobs . . . older men who have come off the unemployment rolls and are regaining their skill and self-respect . . . girls, helping for the first time to support their families . . . share-croppers and farm boys who have trekked in to the new factories and are getting the feel of folding money.

Yes, millions of them. All thrilled by the new jobs, the regular pay envelope, the overtime extras. But all fearful, all uneasy. "How long will it last? What will happen when the boom is over?"

There is hardly a family in America which does not have some member or relative with a new job, or a steadier job, or a raise, because of the defense program. Our own company alone has put more than 40,000 new employees on the pay roll in the last 12 months, and we are adding more at the rate of about a thousand a week.

I am deeply impressed when I think of our responsibility to these people—of the responsibility that all industry has to these millions. What are we going to do for them when the defense program begins to slow down? And what is going to happen to our country unless we plan, while we have the time, for a new and better postwar system.

Let us say emphatically that defense comes first. Ever-increasing energy and unity of purpose will be required, for a long time to come, to make our country physically secure. But in this great effort let us never lose sight of the fact that peace will bring a new crisis—a crisis more complex, far more subtle, and possibly much more cruel than war itself.

In the years after the war, capitalism, or the Free Enterprise System, will face the greatest challenge in its history. If it fails to meet that challenge squarely and successfully, we shall move toward an era of state capitalism or state socialism—call it what you will—an America far different from the one we have known.

This is the Dangerous Decade. When the tremendous volume and income of the Defense era slump, the Free Enterprise System must either deliver the goods or be pushed aside. It must provide full protection, full employment, full distribution of goods and services—or step aside for government agencies which will come into being.

The world—our country included—is experiencing a revolutionary movement of the masses. Hundreds of millions of people have been persuaded that the capitalistic system is the cause of their woes. They have sacrificed their political freedom, and are now sacrificing their lives, in the sincere belief that their dictatorial leaders will provide a broader economic freedom—for them or for their children. Especially fanatical are the generations under 40 years of age.

Wishful thinkers believe that if certain evil men—the Hitlers—were destroyed, the revolutionary movement would collapse. We must be more realistic. These men

(*Continued on page*)

are merely symbols. If they met disaster there would be temporary confusion, but new leaders, new symbols, would arise, to continue to express the frustration and the aspiration of the multitudes. There is no "return to normalcy" ahead for the old world, whoever wins.

AMERICA has not escaped this mass movement. Happily, we have preserved our political freedom. But capitalism stumbled badly in the 1930's. We avoided revolution, but we have had a much swifter evolution. The masses of the people have granted many economic controls to the government, in exchange for promises and performances serving the mass revolutionary aim—more economic freedom and security for the common man. And both political parties recognized this in the last campaign by pledging wider economic security.

We tinkered and doctored our Free Enterprise System in the 1930's, and we made many real improvements. But we did not find the answer. When the war began we still had 10,000,000 unemployed, mounting deficits, and a huge national debt. The riddle of want in the midst of plenty had not been solved.

After the war, then, if we follow a policy of drift, we shall have all our prewar headaches, plus some new ones, including a vastly greater national debt.

And we shall be faced by the vicious spiral: men laid off in defense factories, hence less purchasing power, hence other factories closing, hence even larger unemployment rolls, greater relief burdens, and less taxable income to support them. We know how deadly such a spiral can be, and how hard it is to stop.

People will ask: "What kind of civilization is this, which can give us employment to make guns and shells and tanks, but which fails to find jobs for us in peaceful industry? Private enterprise has failed. It is time for the government to take over farms, factories, and unions, to produce full blast, and to distribute the products of our progress to all the people."

There are those who actually hope for such a situation, where the American people, despairing of any other solution, would throw all their problems and a good share of their liberties into the government's lap.

I hope, and believe with all my heart, that we can do better than that. I say this not because of any unreasoning fear of socialism, but because I am convinced that the vast majority of Americans are better suited to private enterprise than to the public pay roll.

I went to work when I was twelve years old. In the forty-two years since that time I have been fortunate enough to see almost every branch of our Free Enterprise System: research, invention, small- and large-scale manufacture, selling and distribution.

I know there are flaws in that system. But I have seen it, at its best, provide the highest standard of living in the world; I have seen it generate energy, initiative, ingenuity, ambition; give opportunity, and bring out individual ability—far beyond the power of government or political organizations to develop such gifts.

The vastness of government machinery and its peculiar politico-bureaucratic character discourage individual effort. For their own protection even the best of men in government bureaus and departments must condone red tape, routine, paper forms, and rules of procedure. Play safe—pass the buck—wait for seniority. Habit replaces imagination, lethargy and boredom creep in. Government is hedged by laws—and we approve of that. But business cannot succeed with such instruments; the patient would never survive the operation. That is why I believe that free enterprise, with the majority of Americans employed in private business, can still be the best provider of happiness and prosperity for our country.

But wishing and believing are not enough. The challenge is coming. The challenge is not merely a threat, but also an opportunity for the Free Enterprise System to repair its mistakes, do a better job than ever before, and regain the confidence of the people.

We in private enterprise talk much of our initiative. Now is the time to show it. Now is the time for foresight, co-operation, social responsibility, self-discipline, long-range planning—all on a scale undreamed of before. We must lay out a blueprint of just how we will meet the post-war crisis—with steps, stages, and timing. We must map not merely our own obligations, but the government action we are prepared to support.

In all this I am thinking, not of rivalry or conflict with government, but of a new arm-in-arm concord free from the old confused suspicion.

I PROPOSE that we hold a Congress of this American Free Enterprise System, to be convened late this fall or winter. This would be a sort of constitutional convention to draw up new, self-imposed rules for industrial and commercial progress, acceptable to the majority of our people.

The Congress should include representatives of industry, of agriculture, of the labor unions, of finance and commerce. It should include the best brains of engineering and management.

The general purpose would be to build a reservoir of civilian production, new business, purchasing power, distribution, and employment; and to make plans for releasing this reservoir, in increasing volume, when and as military expenditure falls off.

In this war, because of the complicated scientific weapons of Navy, Army, and Air Force, thousands of research men are engaged on new problems. They are making new discoveries in electronics, metallurgy, chemistry, synthetics, plastics, aeronautics, and a dozen other fields.

But, unless we plan it now, these wartime inventions will not be translated into new products and new businesses *in time* to cushion the postwar crisis.

We in General Electric are trying to make our plans in time. Our research men are daily undertaking to solve complicated new problems for the armed services. As they do so, they uncover new secrets in electronics, in physics, and in chemistry. They find new short cuts and economies in production. Their thought, like that of every true scientist, is concentrated not alone on making our defenders safer at sea, on land, and in the air, but also on finding new knowledge.

Therefore, each of these discoveries can have a peacetime value as well. To concentrate on this phase I have appointed some of our ablest younger men whose task it is to study these new inventions and processes, to figure out their civilian uses, to find out how they can be translated into new products, new conveniences, economies, and pleasures for the American people after the war. And next we will study markets and have production and distribution men draw up schedules for actual manufacture and merchandising at the proper moment.

OF COURSE, we have a selfish motive for this. We, like every company and person in the country, stand squarely in the path of the postwar crisis. But self-interest happens here to coincide with the national welfare, and I call your attention to that fact—it is a characteristic of the Free Enterprise System. Everyone who prepares against that crisis is helping his country and simultaneously helping himself.

Every industry doing defense work should be devoting a part of its brain power toward future peacetime transformations. The production af gun barrels can teach us something about the production of electric motors. The shortage of certain strategic metals has opened a road to the new plastics industry that will never be closed again. Housing for armed forces and defense workers improves the technique of building cheaper homes for all of us. Mass production of airplanes foreshadows new industries in transport and private flying at low costs. The way the health of the Army is guarded is a call for new measures to raise the health of our entire population.

We have merely scratched the surface of invention in this country. There is the whole field of the industrialization of agriculture—new synthetic materials, made of products which the farmer can grow instead of his present food surpluses.

There are new processes needed for extracting metals from low-grade ores, to set us free from importing chrome and manganese, for example, from countries thousands of miles away. New economies are needed in making synthetic rubber, which could become a great new industry and make our country more self-sufficient.

New plastics and materials may help to solve the problem which we have failed at badly: how to build better houses at lower cost. There is a demand for at least 10,000,000 new homes in this country when the price and quality are right; and with those homes will come a vast new demand for equipment and furnishings.

There is also need of a great new program of rural electrification. Two thirds of our rural population are still living in the oil-lamp age. There is plenty of room here for government and utilities to work together in bringing electricity to the farms.

All this will remain in the realm of rosy dreams, however, unless we accumulate reserves of purchasing power, ready for release when the dangerous postwar spiral begins.

As the defense program grows, all employables are finding jobs. As it grows further, man power is being switched from civilian to military production—and shortages of consumer goods are already developing. Such is the time to divert the money which would ordinarily be used to buy these civilian goods, into savings, into reserves, into a backlog against the future crisis.

The simplest way of building these reserves is by individual savings, stimulated by an active government campaign to sell savings stamps and bonds. Perhaps this will have to be supplemented by some form of forced savings, by which every individual would receive part of his income in savings certificates, not to be cashed until some time after the war, when purchasing power must be bolstered.

Another needed step will be to curtail installment buying, nonessential personal loans, and business expansion loans for nondefense purposes.

Meanwhile, non-defense governmental activities must be drastically cut, and taxation increased all along the line. There are signs of the latter already, but certainly none of the former. Credit and price controls are of course vital, or all plans will be thrown out of gear.

Another most important reserve can be created by greatly expanding our Social Security coverage. Some businessmen have opposed unemployment insurance and old-age benefits. Our company was a pioneer in this field—we were glad to see the government make it a national policy, and we believe its further extension would mean greater happiness and security for the country.

We should not only broaden unemployment and old-age insurance, but should set up medical and hospitalization schemes on a national scale for those whose limited incomes otherwise bar them from participation in private ventures.

FINALLY, I think that corporations should be permitted and encouraged to set up certain special reserves to aid in the transformation from defense production to peacetime economy.

Research, planning, production schedules, social security, reserves—these are items on the agenda of the Congress of the America Free Enterprise System which must find a place in its blueprint of the future. Given such a plan, we shall be ready to go into action and forestall a postwar depression. No one can know when the crisis will come. It may be delayed several years after a peace treaty, or a sudden collapse of a warring principal may demand quick readjustment.

It is the plain duty of the American Free Enterprise System to recognize the advent of a new and dangerous era. The American people demand economic freedom and security. They are entitled to it. They will respond to such a blueprint. If we don't give them this birthright, some other system will attempt the job.

Blind John Milton's cry should be ours—"Awake—arise—or be forever fallen!"

It is my firm conviction that intelligent men in industry, labor, and agriculture will seize this challenging opportunity—not merely to save our system but to perfect it. Then we can go on together, a free, friendly, and united people, to construct an ever greater and grander America.

THE END ★★

no [illegible]

Women's Bureau
U. S. Department of Labor
Washington

Agent S. A. Wunder
Date Nov. 13, 1942
City Kansas City, Mo.

WAR SHIFTS IN PERSONNEL REQUIREMENTS IN OFFICES AND STORES

1. Business Wholesale – own goods
2. Firm Name General Electric Supply Co. 3. Address 2101 Broadway
4. Persons interviewed and positions Mr. J. W. Puckett, District Operating Mgr.; J. H. Tietze, accountant.
5. Persons employed:

	Scheduled date Oct., 1940 Men	Women	October 1942 Men	Women
Office clerical, prof., adm.	16	17 T. 33	7	16 T. 23
Sales				
Maintenance				
Other				

6. Number men lost from October 1940 to October 1942:
For Armed Services 6 from total payroll 4 (from office) Other reasons 16 to war factories 6 to private industry
7. Number men expected to leave: Remainder of 1942 Nobody knows In 1943 Nobody knows
8. Extent to which war has affected business operations since January 1942: Home appliances formerly 50% of total, now gone, but supply and construction increased, so present total is about 70-75% of what it was.
9. Resultant effect on:

	Numbers Added	Dismissed	Occupations
Men Employees	—	—	Granted 5 leaves of absence to
Women Employees	—	—	outside salesmen + 5 let go.

Have been replacing M. with F. in office – see 10 – and will do so in warehouse in selecting + packing goods.

10. Men's occupational vacancies since October 1940:

Vacancies			Rate of pay of job filled by					
			Advancement of employee in office		By outside employee			
					Experienced		Beginners	
Job No.	Occupations	Rate of pay	Men	Women	Men	Women	Men	Women
1 62	Voucher clerk	$75 per month		$85				
1 60	Collection "	95		110				
✓ 1 16	Office boy	60						70
1 16	" "	65	Job eliminated except for occasional minor duties, done by above					
✓ 1 62	Typist	70		80				
✓ 1 19	Service dept. mgr.	180	175, promoted from 115					
✓ 1 62	Accountant	100		110				
1 A1	Stock record	130	150					
1 40	Product clerk	80	Not replaced, most of this work eliminated					

11. Would firm be interested in experienced women displaced in other goods industries? Only if young in spirit, like one F. now in office, but all others are young + quick – "speak a different language from older generation, + a homogeneous group makes for efficiency." Therefore prefer students just out of high school, but will consider unusual older ag
12. Post-war outlook for business Reversal – big increase in home appliances, then

✓ Gone to armed services

WB - 42-137

√ Total payroll in Kansas City = 63

	M.	F.		T.
Office	7	16	=	23
Outside sales warehouse	40	—	=	40
				T. 63

May later use some F. in warehouse as order pickers & packers.

General Electric Supply Corp. Tietze 7450

Mr. Puckett –2101 B'way

Total 33 – M- 16; F. 17

Dept.	Firm's job description	Code	No. of M.	Rate of Pay per M. per month	Changes Made
Accounting	Voucher clerk	62	1	1-75	Replaced by F. @ $85
	Collection "	60	1	1-95	" " $110
	Accountant	62	1	1-100	About to be replaced by F. @ 110
Operating	Office boy	16	2	1-60 1-65 to Farm	Replaced by F., job ~~combined~~ rearranged – $70 – most of second boy's job eliminated
	Typist	03	1	1-70	Replaced by F. @ $80
	Stock record	41	1	1-130	Replaced, by M. when the one promoted to sales, – @ 150 – promoted from price + edit, [illegible]
Product	Product clerk	40	1	1-80	Left for defense, not replaced, work part elim
	Price & edit "	93	1	1-115 A	Promoted to A. below – job broken down, part eliminated job divided so she does only part of it. Now, replaced by F. @ $80, inexperienced &
	Claims "	18	1	1-135	This to defense, then M. transferred, now gone to ^
Product service	Service dept. mgr.	19	1	1-180 A	Replaced by price & edit promoted @ $175
Service	Off. mgr., Service supr.	19	1	1-190	Still here, @ $215
Warehouse	Stockman-supr.	19	1	1-130	Still here, @ $140
Sales clerical	Price & edit clk	93	2	1-115 1-135	Promoted (see above), replaced by salesman, ^ $205 About to leave, replaced by M. promoted, $185
	Quotation clk	2-	1	1-180	Resigned, replaced by M. salesman, $215

Practically no price & edit work now, but mostly quotation ^

Most employees get 4 hrs. overtime in 44 hr. week. Those who are "exempt" get salary adjustment in 10% increase (executive reform)

no Train

4

Women's Bureau
U. S. Department of Labor
Washington

Agent Elsie Wolfe
Date Nov. 13, 1942
City Kansas City, Mo.

WAR SHIFTS IN PERSONNEL REQUIREMENTS IN OFFICES AND STORES

1. Business Wholesale Office for Farm Machinery - Own goods

2. Firm Name John Deere Plow Co. 3. Address 1401 West 13th St.

4. Persons interviewed and positions Mr. Albert W. Tytler Secy - Treas.

5. Persons employed:

	Scheduled date 10/18/40 Men	Payroll date May, 1940 (Busy season) Women		October 1942 Men	Dull Season Women	11/13/42
Office clerical, prof., adm.	65	(74)	* (over) T.	51	47	T. 98
Sales		64	T. 129	28	0	
Maintenance		(Deduct 10 % to compare with 1942)				
Other			Warehouse	45	0	
			Inside Collectors	4		

6. Number men lost from October 1940 to ~~October~~ Nov 1942: (over) Oct '40 to Dec. 31, '41 - probably about 100 men
For Armed Services 28 (10 salesman, others (office & warehouse) chiefly warehouse.) Other reasons Since Jan. '42 total terminations for men 119
20 left since Jan. '42

7. Number men expected to leave: Remainder of 1942 8 armed services Others unknown In 1943 Depends on number (over)
4 boys 18 to 19 years old.

8. Extent to which war has affected business operations since January 1942:
There has been a decrease of 35 to 40 % in volume of business.

9. Resultant effect on:

	Numbers Added	Numbers Dismissed	Occupations
Men Employees	0	16	Outside collectors
Women Employees	0	5	1 Bkpg Mach. Oper. others Gen. Clerical

There are 64 less persons on the payroll at present date than on Jan. 1, 1942 when the total number was 239 employees. Present number is 175

10. Men's occupational vacancies since October 1940:
(See attached sheets)

Vacancies Job No.	Vacancies Occupations	Vacancies Rate of pay	Rate of pay of job filled by: Advancement of employee in office Men	Advancement of employee in office Women	By outside employee: Experienced Men	Experienced Women	Beginners Men	Beginners Women
1	Messenger	about 80.00						✓ Same rate
1	"	85.00						✓

Few office vacancies were filled - No other information available. Warehouse vacancies filled by men.
Messengers are only vacancies filled by women. Mr. Tytler says girls are doing satisfactory work in messenger jobs.

11. Would firm be interested in Sales or office experienced women displaced in ~~other~~ Consumer goods industries? No -
An additional lay-off in office may be necessary after first of year. Probably 3 to 5 women will be affected. Voluntary terminations may take care of that number.

12. Post-war outlook for business
Co. expects a business expansion for several years after the war due to need for replacement of worn out farm machinery.
For duration Co. will only mfgs. repairs for machinery & mfgs. parts.

WB - 42-137

a "John Deere Battalion" has been formed of Co. men from various branches and home office & plant.

#7 - In 1943 - of married men drafted. Not many office men other than those drafted are expected to leave as wages were high even in 1940 and increases have been given since then. In July 1941 a $8.00 min. increase per month went into effect for all employees plus a 5% bonus. Overtime pay also made wages higher. This Co. had a higher wage rate in 1940 than many others.

The warehouse is becoming a big problem - turnover is high and many have been drafted. Neither women or older men can stand the heavy lifting required in a warehouse of farm machinery.

#9. (cont) Some of the reduction is due to seasonal extras but many have left for better jobs. 28 women have left, 10 of these seasonal extras. A greater lay off would have been necessary if there had not been so many voluntary terminations. Co. helped the 5 women layed off to get jobs before they left - not many went to Defense Plants, one went to Printing & Pub. House, H. D. Lee Co; Railroad offices & Brokerage. Every girl had a job before she left

*

Busy season is May thru July or August; Extra clerical help has always been hired at that time - principally housewives who did not want a year around job. There were 10 extras this year - not shown on 1942 payroll but includes in the 1940 figure on ~~wo~~men employed.

John Deere Plow

Victor 6480

Total 141 – M. 65 – F. 74

Dept.	Firm's job description	Code	No. of M.	Rate of pay M. per month	Changes Made
Accounting	Note clerk	07	1	1-190	Very little turnover among office men except for armed services. Some of the key men are now about to be called if married men go.
	Trav. auditor	06	1	1-150	
	Head bkpr	07	1	1-210	
	Trav. auditor	06	1	1-210	
	Purchasing agent	91	1	1-225	
	Ass't mail cashier	17	1	1-210	
	Cashier	17	1	1-285	
	Head Clk. bkpr	06	1	1-300	
Advertising	Gen'l clerk	18	1	1-85	Turnover – probably not filled
Billing	Gen'l utility clk	18	1	1-86	" – " " "
	Price clerk	93	4	1-135	
				2-140	1 or 2 less men now.
				1-160	
	Mgr., billing dept.	19	1	1-235	
Credit	Div. Credit Mgr.	61	1	1-165	
	"	20	5	1-225	No change
	"	20		2-250	"
	"	20		1-300	"
	"	20		1-335	"
Credit & Collection	Clerk	60	4	2-100	1 man now.
				1-110	
				1-165	
Collection	Div. Col. Mgr.	60	6	2-130	Outside Collections eliminated
	"	60		2-140	" " "
	"	60		2-150	" " "
	"	19	6	1-175	" " "
	"	19		1-185	" " "
	"	19		3-200	" " "
		19		1-210	" " "

(over)

John Deere Plow

Dept.	Firm's job description	Code	No. of M.	Rate of pay of M. per month	Changes Made
Collection (cont.)	Div. Col. Mgr.	19	2	2-225	No change
	(cont.) Supr. Col. Mgr.	19	1	1-325	" "
Messenger	Messenger	16	2	1-70 1-75	Girls replaced messengers.
Note	Entry clerk	94	1	1-135	
	Dept. mgr.	19	1	1-200	
Order & Shipping	Order & Ship clk	42		1-75 2-90 3-100 1-110	Quite a number left in this dept. One or two not replaced.
		40	9	1-120 1-130 3-135 1-160 2-165	
	Repair clk	40		1-235	No change
Returned Goods	Ret'd Gds. Clk	75	1	1-150	" "
	Dept. mgr.	20	1	1-225	No change
Traffic	Rate clk	90	1	1-125	Turnover – man has job
	Traffic mgr	20	1	1-250	No change
Warehouse	W. Record clk	41	2	2-100	Turnover – man has job
	Shipping clk	42	1	1-165	" " " "

vs Train

Women's Bureau
U. S. Department of Labor
Washington

Agent S. A. Wonder
Date 10 Nov., 1942
City Kansas City, Mo.

WAR SHIFTS IN PERSONNEL REQUIREMENTS IN OFFICES AND STORES

1. Business Hardware – Wholesale – others' goods
2. Firm Name Richards & Conover 3. Address 5th & Wyandotte
4. Persons interviewed and positions Mr. J. E. Woodmanse, Pres.; Mrs. Helen Tutt, time keeper
5. Persons employed:

	Scheduled date Oct., 1940 Men	Women	October 1942 Men	Women
Office clerical, prof., adm.	57	35 – T. 92	43	37 – T. 80
Sales	5 (included above)		5 (included above)	—
Maintenance			4	—
Other			5	—
~~warehouse~~			98	

6. Number men lost from October 1940 (from Jan. 1941) to October 1942:
For Armed Services 19 M. from total employees (15 from office) Other reasons 2 Died; 23 left for defense (from Jan. 1941, mostly from warehouse)
7. Number men expected to leave: Remainder of 1942 Not sure, but "plenty" In 1943 No idea, but "plenty", because firm has so many husky young chaps in warehouses.
8. Extent to which war has affected business operations since January 1942: Would be greatly curtailed being largely builders' hardware, but ~~have~~ now 75% of business is for defense – bolts, nails, steel hardware etc. Total volume somewhat reduced but not seriously.
9. Resultant effect on:

	Numbers Added	Dismissed	Occupations
Men Employees			Salesmen being brought in from outside, can't travel much now. Can use some in office, but great need is in warehouse, & salesmen will probably refuse those jobs. 36 total outside salesmen.
Women Employees	– A few to replace M., mostly in office.		

10. Men's occupational vacancies since October 1940:

Vacancies Job No.	Occupations	Rate of pay	Rate of pay of job filled by: Advancement of employee in office Men	Women	By outside employee: Experienced Men	Women	Beginners Men	Women
1 16	Office boy	$20 week	—					$15
1 94	Bookkeeper	23^{50}	—	$\$21^{50}+2^{50}$ O.T.=24				
1 93	Price clerk	21^{50}	Not replaced – work divided among 6 others who were raised.					
2 08	Bookkpg mach op.	16 ✓	~~16~~				$16	
	" "	20 ✓	~~20~~				20	
1 07	Bkkeeper	20 ✓	~~20~~				20	
1 07	Bkkeeper	30 ✓	Not replaced – work divided. He was promoted, ass't credit man, $35					
1 16	Ass't credit man	36	35 – M. who was promoted, credit, from $31					

(Cont.) appendix A.

11. Would firm be interested in experienced women displaced in other goods industries? Need is not for F. but for husky M. to handle heavy goods in warehouse.
12. Post-war outlook for business Don't know, but have survived 3 wars – Civil, Spanish, & 1st World – so expect to survive this one.

WB - 42-137

1✓ 162 Total on weekly payroll, 25-30 on monthly payroll. Great turnover is among husky young chaps used for unloading, packing and loading in warehouse. Have tried older M. but they're not equal to it. Also too heavy for F., and old fashioned bldgs. difficult to rearrange or install machinery for lifting. Even warehouse trucks are old fashioned, hand pushed; but these could be changed if it were possible to procure ~~them~~ new ones which is very doubtful.

2✓ Wages settled individually. Everybody has had some increase, but some much more than others, due to efficiency. Married F. with husbands working aren't supposed to need money so much, so are paid less than others!
On the whole hardware houses have been hard hit, with as many as 50% of personnel laid off. Therefore employes here think themselves lucky to keep their jobs, and they prefer to stay, especially in office, instead of earning more temporarily in defense and then being out of work.

Richards & Conover Hardware - Wholesale - others' goods

Appendix A.

10. Men's occupational vacancies since Oct. 1940:

Job No.	Occupation	Rate of Pay	Rate of pay of job filled by: Advancement of Employee in office M	Advancement of Employee in office F	By outside employee: Experienced M	Experienced F	Beginners M	Beginners F
✓1	16 Office boy	$13.50	✓ Not replaced, * work divided - catalog dept.					
✓1	✓ 18 Adjustment clk	20	✓	$17, (due for a raise)				
✓1	✓ 24 Adjuster	27	✓ ✓				$21.50	
✓1	✓ 75 "	30.50	30.50, replaced by adjuster who was getting $27					
✓1	24 Mail boy	17	✓					$13.80, due for raise
✓1	✓ 41 Stock control clk	28.50	✓ Not replaced, work divided					
✓1	✓ 41 Stock record clk	23	✓		$25			
✓1	✓ 41 Stock control clk	30	✓ 150 per month Replaced by salesman brought in from road.					
✓1	40 Order register clk	15	✓					$15
✓1	✓ Bill 41 clerk	18	✓					18
✓1	93 Entry clerk (Died)	28	✓ 23.50 - Replaced by bill clerk who was getting 18.					
1	✓ 42 Sales analyst	22.50	✓ 150 per month " " salesman (Now a system whereby 2 salesmen at a time work 1 week in office, in rotation)					
1	✓ 40 Order clerk	33.30	✓ 150 " " " "					
1	✓ 41 Stock record clk	30	Not replaced }					
1	✓ 41 Stock control clk	33.50	" " } Probably 1 salesman will replace these 2.					
✓1	90 Ass't traffic mgr.	25	25, (promoted from 22.50 job.) but this one just went to Navy yesterday, not yet replaced.					

✓ Those who went into armed services

* Where work has been subdivided, it is difficult to describe, because several are doing part of it, and part of it has been eliminated or fallen off, because total business is somewhat reduced.

16 Vacancies

Richards & Conover Hardware

Total 92 – M. 57 – F. 35

Dept.	Firm's job description	Code	No. of M.	Rate of Pay M.	Changes Made
Accounting	Auditor	06	1	1–185 per mo.	Same
Accounts Payable	Office boy, file clk	15	1	~~per week~~ 1–20	Replaced by F. – $15 per wk.
	Bk kpr	94	1	1–23^{50}	" " – $21^{50} ☒
Auto accessories	Stock control clk	41	1	1–36^{50}	(Both the M. were married with children. F. who replace are working for extra money; husbands working. ☒ She gets overtime on PBX ~~daily~~ every day, & so earns $24 per wk.)
Back order	Back order clk	40	1	1–38	
Billing	Comptometer op.	12	1	1–20	Same, raised to $25
	Price clerk	93	7	1–21^{50}	Not replaced – only 6 now
				1–24^{50}	Still here,
				1–27^{00}	General increase in wages.
				1–30^{00}	" "
				2–30^{50}	" "
				1–31^{00}	" "
	Billing dept. mgr.	19		1–35	" "
Bookkeeping	Bkkpg Mach. op.	08	2	1–16	Replaced by boys at same rate – $16 & $20
		08		1–20	
	Bkkpr	07	2	1–20	Replaced at same rate – by M. ~~These 2 promoted, replaced by younger M. promoted both~~
			a x	1–30	~~[illegible] $35.~~ Not replaced, work divided.
	? ~~Estimator~~	~~61~~	~~1c~~	~~1–28^{50}~~	None ever under this heading
	Ass't credit mgr	61	2^{c}	1–31	Replaced by a, at $35
				1–36	Replaced by c, at $35
Catalog	Office boy	20	1	1–13^{50}	Not replaced, work divided
	Layout man	20	1	1–36	Still here
Claims	Adjustment clk	28	1	1–20	Replaced by F. @ $17, should get a raise now.
	Adjuster	75	2	1–27	Replaced by new M. inexperienced $21^{50}
	"			1–30^{50}	Replaced by other M. at same rate, thus promotion for him.
Credit	Accountant	06	1	1–225 per month	Still here
	Credit man	20	2	2–225 per month	" "
General office	Mail boy	24	1	1–17 per week	Replaced by F. @ $13^{80} who lives at home with parents. Boy was married. She's due for raise.

Richards & Conover

Dept.	Firm's job description	Code	No. of M.	Rate of Pay M.	Changes Made
Elec. & radio	Stock control clk	41	1	rate weekly $1-28^{50}$	✓ Not replaced, work divided
Heavy hardware	Stock record "	41	1	1-23	✓ Replaced by boy, $25
Industrial	Order clerk	40	2	1-26	Still here, raised to $28
				1-33	Still here, same rate
Linoleum, stoves	Stock control clk	41	1	1-30	✓ Replaced by salesman, $150 per mo
Order	Order register	40	2	1-15	" by new F. at same rate
				1-135 per month	Still here, same rate
Packing	Bill clerk	41	1	1-18 per week	✓ Replaced by new F. at same rate
	Entry clerk	93	2	1-28	Died, replaced by bill clerk who was promoted to $$23^{50}$
				1-30	Still here, raised to $32
Paint	Correspondent	05	1	$1-30^{50}$	Still here, " " 32^{50}
Sales	Sales analyst	72	1	$1-22^{50}$	✓ Replaced by salesmen *
	Order clerk	40	2	$1-33^{30}$	✓ " "
				$1-37^{14}$	Still here, same rate, but on monthly payroll now.
	Order clk, exceptioning	40	2	1-150 per month	Still here, same rate
				1-160 "	" " " "
Sporting goods	Stock record clk	41	1	$1-30^{40}$ per week	✓ Not replaced } Probably one salesman will replace the 2.
	Stock control "	41	1	$1-33^{50}$ "	✓ " "
Steel	Stock control clk	41	1	1-35	Still here, same rate
Tinware, tools	" "	41	1	1-30	" , raised to $35
Traffic	Ass't traffic mgr.	90	1	1-25	Went to defence; replaced by M. promoted, who has just gone to Navy.
Warehouse	Return Goods clk	18	1	$1-22^{50}$	Same
	Phone order "	40	1	1-23	Still here, raised to $27
	Receiving "	42	2	$1-24^{50}$	" " 29
	Ass't shipping, trucks	42		$1-24^{50}$	" " 29
	Cargang foreman	3-	1	1-25	" " 29
	Head shipping clk	19	1	$1-32^{50}$	" , same rate

* 2 salesmen at a time spend a week in office

no train

Women's Bureau
U. S. Department of Labor
Washington

Agent L. A. Wunder
Date 11 Nov., 1942
City Kansas City

WAR SHIFTS IN PERSONNEL REQUIREMENTS IN OFFICES AND STORES

1. Business Wholesale – others' goods

2. Firm Name Folger's Coffee 3. Address 3 W. 8th St.

4. Persons interviewed and positions Mr. C.B. Beckwith, Comptroller

5. Persons employed:

	Scheduled date Oct., 1940 Men	Women	October 1942 Men	Women
Office clerical, prof., adm.	44	41 T.85	44	43 T.87
Sales				
Maintenance				
Other				

6. Number men lost from October 1940 to October 1942:
For Armed Services 78 Total payroll (18 from office) Other reasons 30, of whom 5 mechanics, rest semi-skilled or manual, from factory.

7. Number men expected to leave: Remainder of 1942 4, perhaps another 6 by March, but nobody knows for sure. In 1943 ??

8. Extent to which war has affected business operations since January 1942: April Conservation Order limited sales to grocers to 75%, Sept. Order reduced to 65%, now more small orders requiring more clerical work, hence slight increase in office total. Tho' 6 M. have been replaced by F., extra clerical work requires fewer number of M. More employees needed for less volume.

9. Resultant effect on: Added, ~~Dismissed~~ Left, Numbers, Occupations
Men Employees — 23 Salesmen, 6 in office now.
Women Employees 2 + replacement for 3 typists, went to defense + 1 dictaphone op. moved to Texas. More M. salesmen will be brought into office, remainder will be kept on payroll if possible. 16 salesmen drafted, a few found other jobs. Not willing to work in factory where most needed.

10. Men's occupational vacancies since October 1940:

Vacancies			Rate of pay of job filled by					
			Advancement of employee in office		By outside employee			
					Experienced		Beginners	
Job No.	Occupations	Rate of pay	Men	Women	Men	Women	Men	Women
118	Accounting stuffer	75 month	—	$75				
109	Billing clerk	100 "	—	100				
106	Cost accountant	175	150 +		These 2 promoted to do work of 2 former M. which was rearranged & subdivided.			
117	Ass't cashier	140		125				
105	Credit correspondent	100		130	Promoted from statement clerk			
124	Mail clerk	75	—	80				
105	Mdse. correspondent	140	Job eliminated		3rd mdse. correspondent still there, promoted from $175 to $225 per month)			
105	" "	150	—	175				
116	Office boy	70	100		(Cont. in Appendix A.)			

11. Would firm be interested in experienced women displaced in other goods industries? Real need is for young, husky, semi-skilled workers in factory. That type of F. only. Clerical F. not tempted by defense for most part, preferring 5-day week in pleasant surroundings, on permanent basis. Auto salesmen rather than laid off F. salesclerks from department stores, needed.

2√

12. Post-war outlook for business Probable increase.

1√ Total payroll 272 —

	M.	F.
Office	44	43
Factory	54	21
Sales	110	—
	208 +	64 = Total 272

F. in factory do mostly light packing, and a variety of odd jobs.

2√ Unusually good working conditions, modern light office, sound deadened, air conditioned, very pleasant, congenial personnel, no pressure. Comptometer operators & others have been offered jobs by defense factories, but prefer to stay at Folger's.

Folger's Coffee – Wholesale
Appendix A.

10. Men's occupational vacancies since Oct. 1940:

Job	Occupations	Pay	Advanced		Exp. Outside		Beginners		
			M.	F.	M.	F.	M.	F.	
1^{11}	Ass't purchasing agent	✓ 140	140	+ 130					Requires 2, more small orders, more work
1^{10}	General sales clerk	✓ 90							Job eliminated, sales reduced
1^{35}	Record clerk, sales	✓ 125	150	+ 110					(This F. promoted from 95)
1^{35}	Statistical " "	✓ 150							
1^{40}	Traffic order clerk	✓ 100	—	120					
1^{40}	" " "	✓ 110	160						
1^{90}	" rate "	120	175						
1^{20}	Ass't traffic mgr.	✓ 135							Job eliminated, less work in traffic dept.
1^{20}	Traffic mgr.	225	190						(Young M. transferred from Houston, promoted from 140)

Note: Now there are 8 M. sales correspondents instead of 5 formerly; also 3 F. who are in training, because 1 M. is sure to go by end of year and 3 M. additional very likely to go soon. M. rates now $150-250 per month. F. rates, $125-140.

training

Folger Coffee

Ave. increase in rates of about 15%

Total 85 – M. 44 – F. 41

Dept.	Firm's job description	Code	No. of M.	Rate of Pay M.	Changes Made
Accounting	Stuffer	18	2	1-75 per month	✓ Replaced by F. – same rate
				1-85	
	Bkkpg mach. op.	08	2	1-90	
				1-125	
	Billing ~~mach. op.~~ clerk	09	1	1-100	✓ Replaced by F. – same rate
	Head of statistical	19	1	1-150	
	Cost accountant	06	1	1-175	✓ " by $\overset{150}{\text{M}}$. w. 1 $\overset{125}{\text{F}}$. against subdividing job –
	Ass't cashier	17	1	1-140	✓ { " More small orders, more work }
	Cashier	17	1	1-200	
Cashier	Ass't & office mgr. comptroller	20	1	1-250	
Credit	Order clerk	40	2	1-90	
				1-100	
	Misc. clerical	18	1	1-100	
	Correspondent	05	1	1-100	✓ Replaced by F. – @ 120, promoted from statement clerk
	Bkkpr-mach. op.	08	1	1-110	
	Correspondent	05	3	1-120	Still here – 150
				1-135	" " 150
				1-175	Still here – 200
	City credit man	61	1	1-125	
	Credit mgr.	20	1	1-250	
Mailing	Mail clerk	24	2	1-75	✓ 1 Replaced by F. @ 80
Merchandising	Correspondent	05		1-100	
			3	1-140	✓ Job eliminated
	"	"		1-150	✓ Replaced by F. – 175
	"	"		1-175	Now get $225
–	Office boy	16	1	1-70	✓ Replaced by boy @ $100
Purchasing	Ass't purchasing agent	91	1	1-140	✓ Replaced by M. & F. @ 140 & 130
	Purchasing agent	91	1	1-200	Now $225

Folger Coffee

Dept.	Firm's job description	Code	No. of M.	Rate of Pay M per month	Changes Made
Sales	Gen'l clerk	18	1	1-90 ✓	Job eliminated
	Correspondent	05	5	1-100 1-125 2-190 1-200	Now 8 M. + 3 F., because 2 of these already started in training, to replace M. +1 more sure to go, also 3 more likely to go. M. rates, 150-250 F. 125-140
	Record clerk	3-	1	1-125 ✓	Replaced by M. & F., @150 + 110
	Statistical "	3-	1	1-150 ✓	
Stock	Multi- & mimeo. op.	41	1	1-130	Now gets 150
Traffic	Order clerk	40	2	1-100 ✓ 1-110 ✓	Replaced by F., 120 ~~Now gets 150~~
	Rate clerk	90	1	1-120 ✓	Replaced by 2 M - 160-175.
	Stock "	41	1	1-125	Now gets 175 - (Inventory control) will be drafted
	Ass't traffic mgr.	20	1	1-135 ✓	Job eliminated } These 2 jobs combined under
	Traffic mgr.	20	1	1-225 ✓	↓ 1 M. transferred from Houston @ 190

✓ = gone to armed services

3

no Raw

Women's Bureau
U. S. Department of Labor
Washington

Agent Elsie Wolfe
Date Nov. 12, 1942
City Kansas City, Mo.

WAR SHIFTS IN PERSONNEL REQUIREMENTS IN OFFICES AND STORES

1. Business Wholesale Dry Goods - Others' goods

2. Firm Name H. D. Poindexter x Sons 3. Address 801 Broadway

4. Persons interviewed and positions Mr. C. H. Tickamyer, General Mgr.

5. Persons employed: (over)

		Scheduled date 10/24/40 Men	Scheduled date 10/24/40 Women	October 1942 Men	October 1942 Women
Office clerical, prof., adm.		17 56 Reg. 79 Reg v Ex.	6v {23 extras {39 regulars	25 Total Regular 38 69 Reg v P.T. ex	61 {17 P.T. extras {44 Regs.
Sales	Floor salesmen, Outside Sales not included			3	8
Maintenance	Engineer - no other reported			1	0
Other	Order fillers x stock			92	gift packers - {28 regulars {20 extras full time for 2 mo. or 3 "

Total Men = 121
Total = 117

6. Number men lost from October 1940 to ~~October~~ Nov. 1942: (over)
For Armed Services ~~29~~ 30 - {5 Clerical {25 Sales, Stock x Order fillers Other reasons 166 men have left since Jan '42
Many salesmen have been drafted or enlisted.

7. Number men expected to leave: Remainder of 1942 5 In 1943 Not over 15 including married men (over)
Co. has no boys 18 or 19 years old

8. Extent to which war has affected business operations since January 1942:
Dollar volume of business has increased due to higher prices, but unit or tonnage value has not increased. Import business (5% of total) is gone. Advertising Dept. has been reduced x Sales correspondence dropped

9. Resultant effect on:

	Numbers Added	Numbers ~~Dismissed~~ Jobs Eliminated	Occupations
Men Employees	1	4 ←	{2 Sales correspondents {1 Sec'y to Pres. {1 Order Clerk } Transferred to other jobs but now gone
Women Employees			

(over)
No employees have been added because of increased business. Additional women were added to replace men in Sales, office

10. Men's occupational vacancies since October 1940:

Vacancies: Job No.	Vacancies: Occupations	Vacancies: Rate of pay	Rate of pay of job filled by: Advancement of employee in office: Men	Advancement of employee in office: Women	By outside employee: Experienced: Men	Experienced: Women	Beginners: Men	Beginners: Women
	(See attached sheet)							
Inside	Sales (7)	0/0		0/0				
	Order Pickers	Nrl.			"	✓		✓
	Lay Out Man	Nr. G.		✓	(Receives	more pay	than man	who left")
	{Proof Reader	Na.	" sh. }	✓	("	" "	" "	" ")
	{Statistical Clerk							

(over)

Wages have been increased
Co. policy is to pay equal wages to women if they are performing same job i.e. order pickers etc. or clerical. No definite information available on wages.

11. Would firm be interested in experienced women displaced in other goods industries?
Co. has always preferred women in thirties but would rather have women in early forties than teen age girls. Fewer employees will probably be required in 1943 but if need arose experienced sales x office women could be used.

12. Post-war outlook for business
Expect 2 to 5 years increased business after the war, followed by a period of depression.

#11 (cont.) Number of women available seems to be sufficient to meet present needs but efficient workers are not available. When Co. advertised for women to fill the seasonal extras, 400 applications were rec'd - 300 of (over)

WB - 42-137

#5 - Persons employed:
Separating Clerical, Prof. & Admin. from total number was rather a complicated job as attached work sheet shows. Part-time Clerical workers (3 das. per. week) are used during Oct, Nov. and Dec. of each year - usually begin sometime in Sept. and end about Dec. 15th. They are "stuffers" principally - all have something to do with mailing. The other 20 extras (full time) are gift wrappers & packers.

#6 - Service men are included in total terminations for first 10 mos. of 1942 - About 20 men left for Armed Services in that period. Terminations for 1941 not available but number was much lower.

#7 - In 1943 (cont.) -
for armed services. Impossible to tell how many will leave for other reasons but Co. is now hiring older men so turnover may not be as high.

#9 - (cont.)
and Order Fillers. It requires more employees to do same amt of work because few efficient ~~type of~~ workers are available.

1 man (60 yrs. old) was added to act in capacity of Information Clerk and to check invoices for errors. Clerical workers are now making so many errors that this checking is necessary.

The four men whose jobs were eliminated were transferred to other depts but all have now left Co.

#10 - Women have not been very successful in replacing men ~~on~~ sales job due to type of selling. The same Buyers have been coming in for years and have been accustomed to men. Women do well on retail sales but not wholesale, according to Mr. Tickamyer. Men salesmen met buyers outside and many sales were made over a lunch table or glass of beer.

Altogether he is not much pleased with female salesmen

#11 - the total were over 35 years of age. Most of the women hired were in their thirties altho' some were older - practically all housewives

Hourly Rate

admin

Out

Men

Since Jan 1-1942

(115)

Women

Men

Women

men

11

(2)

(29)

29
-8
21
+4
25

Includes
Dept. Heads.
Accountants. credit men
Jr. accountants
Salesmen 7 {4 on road
3 in store at office

Engineer 1

96
-4
92

4 {Includes
Office boy
Jr. rm. clerk
Timekeeper
Ditto Machine Opr.

115
+ 17 in Print Shop
P. T. Clev.

Includes
{Clev.
{Order fillers
{Stock - Packers,
Sales - 8

942

卌
卌
卌
卌
卌
|

166

Hourly rate
Clerical
Women

卌
卌
卌
卌
卌
卌
卌
卌
||

42 included in Total 115

Poindexter & Sons

Total 79 - M. 17 - F. 62

Dept.	Firm's job description	Code	No. of M.	Rate of Pay of M. per month	Change Made
Accounting	Bkkpr	07	1	1-65	"Should have been 5 men in the Acct'g Dept in 1940" - Sales Analysis Clerk Purchase Entry Clerk Accountant Jr. Acct Dept Head
Advertising	Statistical clk	18	1	1-70	The Acct'g Dept. now has 3 men - The Dept. Head and Jr. Accountant plus timekeeper.
3 women and Mgr. of Dept. now	Correspondent	05	2	1-65 1-80	Job of correspondents has been eliminated - gen. stenogs do work
	Ass't layout man	18	1	1-75	"Replaced by a woman who receives more money"
	Layout man	18	1	1-100	" " " " " " " "
Claims	Adjuster	75	1	1-90	Turnover but job is still held by man
	Ass't credit man	00	2	1-175 1-200	No change " "
— ↑	Sec'y to Pres.	01	1	1-130	Job eliminated - Pres. away much of time
General office	Office boy	16	1	1-55	Still have Boy - Mail Sacks too heavy for girl
	Order Clerk	40	2	1-55	Job eliminated
	Ditto mach. op. & order clk	11	1	1-55	Turnover but boy has job.
	" " "	40	1	1-65	
	Timekeeper & information clerk	31	1	1-75	Timekeeper transferred to Acctg. Dept. Information man is an older man who also checks invoices for errors.
Traffic	Traffic mgr	20	1	1-150	No change

all in co. rec'd a raise of 10¢ per hr. in Dec 1941

Women's Bureau
U. S. Department of Labor
Washington

Agent C. G. Hager
Date 11/9/42
City Kansas city Mo

WAR SHIFTS IN PERSONNEL REQUIREMENTS IN OFFICES AND STORES

1. Business Railroad transportation Division Office

2. Firm Name Santa Fe R. R. 8 3. Address K.C. Kansas, K.C. Mo. argentine Kansas

4. Persons interviewed and positions over - 2

5. Persons employed: Scheduled date 8/15/40 — approximate October 15 1942

	Men		Women	Men		Women
Office clerical, ~~prof., adm.~~	163	180	17	186	- 210	24
Sales						
Maintenance						
Other	no elevator operators			no el. operators		

6. Number men lost from October 1940 to October 1942:
For Armed Services 3 18 Other reasons 6 retired Did not go thru records, but can't recall any others

7. Number men expected to leave: Remainder of 1942 4 may go, but may not - In 1943 3 or 4 maybe, depending on decision on married men.

8. Extent to which war has affected business operations since January 1942: Co. has had a tremendous increase in Warehouse tonnage & so a big increase in movement of cars. This has added greatly to work of yard clerks manifest & tracing clerks. The big movement of cars for troops and war materials has greatly increased the (over) 2

9. Resultant effect on:

	Numbers Added	Numbers Dismissed	Occupations
Men Employees	23	None	See
Women Employees	7		Sheet 1

10. Men's occupational vacancies since October 1940:

Vacancies			Rate of pay of job filled by					
			Advancement of employee in office		By outside employee			
					Experienced		Beginners	
Job No.	Occupations	Rate of pay	Men	Women	Men	Women	Men	Women
			See yellow		work sheets -			

11. Would firm be interested in experienced women displaced in other goods industries? See Union Pacific on Seniority rights - Same applies to this R.R. - So far K.C. has a good labor market, but the situation is now beginning to get serious. Have

12. Post-war outlook for business Have no post war ideas - No doubt business (See back of sheet 3) will continue in more or less the same way, but planes or the return of autos may change railroads a lot. Can't promise new employees anything definite - Men will be given their jobs on return from war - & Seniority rights will continue to control placements.

WB - 42-137

4 1

Mr. Elmer Wilson - Chief Clerk to supt. of K.C. Div. 30th + Powell sts.
Argentine Kansas

Mr E.L. Talbott - chief clerk to Local Freight agent -
1325 W. 13th Terrace
K.C. Mo.

Mr. Gurrin - Warehouse Foreman -

Mr. D. L. Tanner. Chief Clerk Traffic Dept. Room 614
11th + Baltimore
K.C. Missouri

(Inf. given by above gentlemen, + put to-gether by C. G. H.)

8 2 the no. + kind of office reports - Increase in passenger travel also increases the work - Mr. Wilson is planning to take a Mexican boy who went to New Mexico to work, but found the feeling against Mexicans so strong there that he couldn't stay - Mr. Wilson believes he will make him a good clerk -

Supts office

Off 11 3 had to take inexperienced - and older people - took 1 woman clerk-steno claimed to be 41 - finally turned out to be 51 - Had previous exp. in larger firms, recently worked in smaller firms - Has not proved satisfactory - 3 young about 22 yrs inexperienced girls doing fine - Is expecting to put in girl messengers, or ticket sorters very shortly - will be inexperienced young girls - will get boys rate - or rate of job.

Sta. + Tel.

Have had most trouble getting yard clerks or bill clerks - just ~~at~~ present for 2 mos have full quota, but for sometime men yard clerks or bill clerks have worked 4 + 5 hrs. o'time daily to meet the need - could not get qualified men - couldn't use girls here -

Most jobs have been filled by men in co. bidding in jobs, so can't hire new employees till there's a job no one in co. wants -

Genl. Freight office (an uptown office in a large bldg) - Where no men have been lost -

Had difficulty in getting "young men qualified for job, that won't be called to armed service." "our work is vital" - and "yet we're being threatened with a labor shortage". Has not planned to take women - (see jobs) Has not thought of forming training classes for men or women - So far the men in the office are doing the work "as best we can" - From best could find out, has no vacancy, nor are they planning additional help - (have added 2 jobs since 1940)

Santa Fe - R. R. 8. 1

9 - Dept -	Nos added - Male	Nos added - Female	Occupation -
Supts office (~~[illegible]~~)		1	Steno Clerk 22 yrs old - from outside - exp. 6.21 per day
		1	Maintenance " 47 " " bid in job 27 yrs RR exp 7.16 " "
↑ Union Station Passenger	1		Train clerk - young man (crippled) not exp. 6.95 per day -
	1		" " - 55 yrs old - bid in job - exp. 6.95 " "
Train Master		1	Steno - clerk - about 35 yrs old - exp. - bid in job - 6.69 Per day
Ware house	6		Check clerks (age 32 - 50) 2 not exp. from outside 5.91 per day 4 exp. bid in job 6.47 " "
Sta & Tel.	2		yard clerks - ages 39-46 not exp. from outside 6.21 Per day
	4		" " ages 47-53 exp. bid in job - 7.01 " day
		1	steno clerk 50 yrs exp " " " 7.16 Per day
		1	printer clerk (Teletype op) 21 yrs no exp. from outside - 78¢ Per hr
Local Freight office	males only		
	1		messenger
	2		Car clerks
	1		disposition clerk
	1		Cashier clerk & acct -
	1		O. S. & D. clerk
	1		utility clerk
		Female	
		1	acctg. clerk girl 40 yrs old exp. bid in job - 6.69 per day
		1	Steno clerk - " claimed " " " exp. from outside (turned out to be 51) 6.21 per day
Gen'l Freight office	1		Commercial agent - exp. from outside - about 50 yrs old -
	1		steno clerk - about 28 yrs old - exp. from outside

Santa Fe R.R

Office code	Firm's Job Description	Nos. Employed Male	Age	Range of Rates Male	Female
Union Station - Passenger -					
02	Steno clerk	1	47	6.36 per day	
18	Night clerk - Train clerk	2	47 - 43	5.87 - 6.36 " "	
19	Chief clerk	1	42	204.45 per mo	
Argentine station					
17	Cashier	1	45	6.36 per day	
93	Bill clerk	1	43	5.67 " "	
Freight Traffic					
93	Bill of lading, reconsigning & tracing clerk	1	49	175.30 per mo.	
Trainmaster -					
19	Chief clerk	1	57	204.45 per mo.	
3 -	Day train clerk - nite train clerk	3	51-47-43	6.15 per day	

No change on this page -

– M. Porter

Mr. Elmer Wilson – chief clerk

Santa Fe R.R.

Warehouse -

Office code	Firms Job Description	Nos. Employed Male	Age -	Range of Rates Male	Female
				See back of sheet for changes -	
16	Messenger	1	30-35	3.07 per day	
3-	Team track clerk asst team track clerk -	3	54-44- 42	5.41 - 6.15 " "	
31	Timekeeper	1	50	6.50 " "	
42 [1]	Delivery clerk - Genl clerk - Check clerk - Routing cl -	36	30-35(2) 35.40(6) 67-66²-64- 62-60(3) 57-56(3) - 55- 52(4) 50-48(2) 45(2) 44(2) 43(2) - 42.	5.41 - 6.50 " "	

Sta. & Tel.

Office code	Firms Job Description	Nos. Employed Male	Age -	Range of Rates Male	Female
03	utility clerk	2	35-40 & 44	5.67 per day	5.41 per day
16	messenger utility clerk	6	46-44 (20-25) (30-35(2) (25-30)	3.07 " "	
18	Day train clerk -	5	54-52-43 42-	5.41 - 6.15 " "	
19	Nite chief clerk - asst Chief Clerk	2	62 - 58	5.85 per day 277.56 per mo.	
3X	Car clerk	1	(35-40)	5.67 or 5.89 per day	
3-	Yard clerk - Chief weigh master - Weigh master - utility clerk Car clerk	26	68-59-54-53 52-46²-45-44(2)(2) 42(5) 35-40(7) 30-35	5.41 - 6.64	
42	Diversion clerk - asst chief clerk	3	60-45-44	5.67 - 6.85	
93	Bill clerk	1	49	Piece rate & 5.67 per day	

Superintendent's Office

Office code	Firms Job Description	Nos. Employed Male	Age -	Range of Rates Male	Female
02	Steno clerk	1	51	178.20 per mo	6.36 per day ~~[illegible]~~
15	File clerk	1	56	5.89 per day	
19	Chief clerk - asst chief cl -	2	58 - 51	8.22 Per day & 304.50 " mo.	
31	Head time keeper	0		~~[illegible] per day~~	6.36 per day
93	Transportation clerk	1	59	7.82 per day.	

General Freight Office -

Office code	Firms Job Description	Nos. Employed Male	Age -	Range of Rates Male	Female
15	clerk - (asst file)	1	25-30	112.95 per mo	No change 2 men were called but rejected
16	messenger	1	30-35	60.20 " "	
23	Clerk (pay ~~[illegible]~~ roll clk etc)	1	20-25	147.20 " "	
90	Commerce Clerk (Same as rate clerk)	1	42	235.20 " "	

[1] Incl 1 delivery clerk coded 1-

Supts office -

02 - Man replaced by girl from outside exp. 25 yrs old - 7.16 per day -
15 - " " by man in co. bid in job exp. 31 yrs old - 6.19 " "

T M F
180' 163' 17

Local Freight Office. Santa Fe R.R.

See back of sheet for changes.

		Nos. Employed		Range of Rates	
Office Code	Firms Job Description	Male	Age	Male	Female
02	Steno clerk.				5.67 per day
03	Printer clk	1	42	.68 per hr	.6[illegible] per hr
06	accountant	1	60	7.82 " day	
12	comptometer op			-	5.41 per day
16	Messenger	1	25-30	3.07 per day	
18	Record clerk - Way bill checker	3	60- 57-63	5.41 - 5.89 " "	
19	Chief clerk Head Rate clerk - Cashier.	3	57-53 65	Head rate cl = 7.60 per day 230.70 - 277.95 per mo	
20	Head yard clerk - Head car clerk	2	67 - 48	6.85 - 7.30 per day	
3-	Switching clerk - Tracing clerk Tonnage clerk - yard clerk - Car clerk - utility clerk	22	①30-35 65-62 ⑤35-40 57-53 42-49-46④ 45-44 43(2) 42	5.41 - 6.64 " "	Tonnage cl 5.59
31	Time keeper	1	57	6.64 per day	
42	Dispn clerk - Nite check cl. Head Dispn clerk.	6	35-40 - 55-52-47 ~~[illegible]~~ 53-50	6.15 - 7.34 " "	
45	Head O.S+D. clerk - Freight Bill Checker O.S+D. clerk - Per diem clerk over short damaged	4	70-66-52 50	5.41 - 6.42	
62	Acct. clerk - asst. accountant	4	61-49 47-40	5.89	5.89-6.36
75	claim clerk - Head claim clerk	3	64-61-59	250.68 per mo. 5.89 - 7.51 per day	
90	Rate clerk	3	35-40 - 66- 52	6.36 - 6.85	
92	Car clerk	1	43	6.64	
93	asst Cashier - Head thru bill clerk Cashier clerk - Bill clerk	6	57(2) 52-49(2)- 42-	Piece rate & 6.15 - 7.51 per day	Piece rate & 5.41-6.36

03. replaced by man same age - exp. in co. 78¢ per hr. -

16. Have been many changes here since 1940 - now have a boy 24 yrs old not exp in co, but girl exp. $3.87 per day

18 { " " " " " " " - now have 3 men about same ages, exp. bid in the job - 6.01 - 6.49 per day -

19 Chief clerk changed - replaced by man - bid in job - exp. 293.00 per mo. about 60 yrs of age -

3 - - Probably 10 changes - replaced by exp. men in co who bid in jobs - ages 40 - 50 yrs old - rate 6.21 - 7.44 per day -

31 - Timekeeper took another job in co. - replaced by man in co. who bid in job. age 48 - rate 7.44 per day -

45 Head O.S. + D. clerk retired - replaced by man who bid in job - about 67 yrs old - 7.22 per day -

92 Rep. by man exp. bid in job - about 45 yrs old 7.44 per day -

All in co. got a raise of $20.40 per mo. in Dec. 1941 - no Train

2

Women's Bureau
U. S. Department of Labor
Washington

Agent C. G. Hager
Date 11/12 & 13 1942
City Kansas City Mo.

WAR SHIFTS IN PERSONNEL REQUIREMENTS IN OFFICES AND STORES

1. Business Railroad transportation - Division Office -

2. Firm Name Chicago, Rock Island & Pacific R.R. 3. Address K.C. Mo. (over)

4. Persons interviewed and positions over

5. Persons employed:

	Scheduled date 4/15/40 Men		Women	~~October 1942~~ 11/17/42 Men		Women
Office clerical, ~~prof., adm.~~	120	150	30	125	155	30
Sales						
Maintenance						
Other	no el. op.			no el. op.		

6. Number men lost from October 1940 to October 1942:
For Armed Services 6 Other reasons 1 died 1 retired 1 fired -

7. Number men expected to leave: Remainder of 1942 2 might go, but may not - In 1943 16 incl 2 who might go in 1942 - Men are older & are seeking deferments for some - will not lose many unless

8. Extent to which war has affected business operations since January 1942: drastic changes - over -

9. Resultant effect on:

	Numbers Added	Dismissed	Occupations
Men Employees	9	None	See page 1
Women Employees	1		

10. Men's occupational vacancies since October 1940:

Vacancies: Job No.	Occupations	Rate of pay	Rate of pay of job filled by: Advancement of employee in office: Men	Women	By outside employee: Experienced: Men	Women	Beginners: Men	Women

See work sheets

11. Would firm be interested in experienced women displaced in other goods industries?
See pages 1 & 2.

12. Post-war outlook for business No views here - Most of men contacted were older & seemed indifferent to the future - Tho work has increased don't seem to be building up road much - all employees seemed older and work seemed to be going along in the "same old way", with no vision to the future -

3 ✓
4

Mr. John Self - Chief clerk to Supt. 14th & Wyoming ave. K.C. Mo -

Mr. J. W. Porter " " Local Freight office " " " " "

Miss L. K. Thomas Timekeeper - - - - - - " " " " "

Mr. Lou Naylor Chief clerk - Yards - near Muncie & Valley (Armourdale Section) K.C. Kansas.

Mr. R. J. White asst chief clerk - Passenger Traffic - Fidelity Bldg. K.C. Mo -

" Anderson Chief clerk Traffic (Freight) " " " " "

Mr. Nirdlinger Chief Clerk Gen'l supt's office Room 250 Union Sta. K.C. Mo.

Inf. given by above & put to-gether by C. G. H.

8 -

Cos. business has increased tremendously, however co. is having very little o'time except among the supervisory or excepted jobs where no o'time is paid for - Some of the chief clerks said they were working 18 hrs per day - and some said "We're being worked to death" - However, the most increase in clerical work is where the movement of trains is involved, there the clerical work is greatly increased - In freight & such, the increase is in volume so the reports remain about the same, just large nos involved - (In spite of statements that they were being worked to death etc - agent felt that there was no great push except in the yard office] More clerks have been added here, All in co. have had a raise of 20.40 per mo. as of 12/1941

Chicago Rock Island + Pacific R.R.

Office Code	Firm's Job Description	Nos. Employed Male	Age	Range of Rates Male	Female
	Local Freight Office -	See back of page for changes -			
00	Asst agent	1	64	240.00 per mo	
02	Steno, clerk -				Per mo 139.70 - 142.20
03	Way bill clerk	2	43 36	147.20 - 152.20 per mo	
14	Relief phone op Chief phone op - phone op -				100.20 - 115.20
15	{Asst revising clerk = essentially a filing job} {File + record clerk	1	52	167.20	142.20
16	office boy	1	25	72.20	
17	Cashier - Asst Cashier	3	60-56 48	162.20 - 207.00	
18	Nite Chief Clerk = misc cler duties	1	53	197.20	
19	Chief way bill clerk	1	46	189.70	
3-	Tracing clerk	1	68	144.70	
42	Car service clerk Live stock agent - Perishable + Diversion clerk	3	51-45- 48	159.70 - 166.64	
45	Chief O.S + D. Clerk - {Gen'l clerk, O.S + D clerk - Revising clerk} {Switching clerk - Train + gen'l clerk}	5	39-50-46- ~~45~~ - 45(2)	142.20 - 189.70	170.20
62	Cashier's clerk				144.70
72	Chief expense clerk - Gen'l clerk				137.20 - 152.20
75	Claim clerk - Chief claim clerk	2	65- 59	169.70 - 189.70	
90	Rate clerk	1	44	174.70	
93	Drayage + Per diem + gen'l clerk - gen'l clerk	1	36	154.70	164.70

Local Freight office

03 - 1 way bill clerk left - replaced by exp. man who bid in job - #167.60 per mo -

16 messenger - Have been 1 doz. changes here since 1940, great difficulty in keeping messengers, as when there's a vacancy all qualified step up - now have 1 boy inexperienced (17 yrs old) from outside Salary 92.60 per mo -

17 - Cashier died - replaced by exp. man who bid in job - #227.40 per mo -
3 - Tracing clerk - " " " Woman " " " " - 165.10 " "
45 Switching clerk " " " man " " " " 162.20 " "

Chicago Rock Island & Pacific R R.

See back of pages for changes -

Office code	Firm's Job Description	Nos. Employed Male	Age -	Range of Rates Male	Female.
	General Freight Office - No change here -				
01	Secretary	—			153.64 Per mo
02	Steno	—			142.20 - 147.20
18	Gen'l clerk	1	28	177.20	
19	Chief clerk - asst chief clerk Chief rate clerk -	3	53-40 39	235.00 - 260.00 Per mo	
90.	Rate clerk	8	44(2) 36(2) 33-32-31 30	140.00 - 207.20 Per mo.	
	Gen'l mgr's Operating office. - Gen'l Supts office now				
01	Secretary - Secy to Gen'l mgr. - " " " Supt. -	4	44-46 50-35	175.00 215.40 - 217.00	
02	Steno - Chief steno	—			152.20 - 159.70
06	Travelling acct -	1	60	257.00 277.00	
15	File clerk	1	39	149.20	Job abolished
19	Chief file clerk - Chief clerk asst chief clerk	3	60-55-51	192.20 172.20 - 317.06 337.46	
	Warehouse -				
3 -	C & D. clerk - nite team track clerk asst team track cl. Seal clerk - Team track cl	5	41-42 64-61-57	140 - 147.20	
31	Time keeper	—			147.20
42	Tonnage & report clerk - Bill of lading & block cl. C & D. clerk - Chief L.C.L. delivery clerk.	14	39-40-63 60-58-56 55-54-49- 47-45-44	147.20 - 154.70	
	Freight Traffic				
02	Steno - Steno & clerk -	2	37- 31	125.20 - 150.20	130.20 - 142.20
18	Clerk general	1	37	112.95	
19	Chief clerk	1	45	225.00	

Gen'l Frt office } Mr. Nirdlinger } Chief clerk
Frt Traffic " Montague — "
Passenger " " Whitmire "
" Anderson "
Gen'l mgrs oper office
Local Frt office — Mr. J. ~~E~~ W. Porter, Chief clerk
Ware house
Superintendents office { Mr. John Self " "
Mr John Krause – asst Transportation clerk
Yards – Mr Lou Naylor – Chief clerk

Gen'l mgrs Operating Office = All except those underscored have
Is now Gen'l Supt's Office been transfered to Chicago – except
15 File clerk, which has been abolished – Man was put on file clerk work in another dept –

Ware house –

3 – Team track clerks come up from labourers, so there are many changes here – at present time have 5 – all vacancies were replaced by exp. men who bid in job – at rate of job –

Freight traffic

18 – General clerk left – replaced by exp. man, bid in job – $133.15 –

Chicago Rock Island & Pacific R.R.

T - M - 7
150 - 120 - 30

Office Code	Firm's Job Description	Nos. Employed Male -	age	Range of Rates Male	Range of Rates Female
				See back of pages for changes	
	Yards -				
02	Steno clerk				139.70 Per mo.
03	Red Ball clerk	4	35-41 43	139.70 Per mo.	
19	Chief clerk - Transportation clerk	5	62-54-53. 43-40	152.20 - 187.20	
3 -	Interchange clerk - Mill clerk Yard clerk - No bill clerk - Car record clerk	20	30-35$^{(2)}$ 35-40$^{(9)}$	132.70 - 152.20	67-56^{3}-55- 48-44$^{(2)}$ 43
42	Route clerk	3	46-42 39	144.70	
92	Car clerk	1	45	162.20	
	Supt's Office -				
02	Steno, clerk - Stenog to supt. Gen'l clerk, steno - Steno, file clerk -	—			142.20 - 152.20
15	File clerk	1	47	152.20	
18	Asst transportation clerk = Personnel records on S.S. Group Ins. retirement etc	1	48	150.20	
31	Clerk "280" = Telegraph reports	1	40	157.20	
62	Maintenance of way clerk	1	55	172.20	
92	Car Distributor	1	50	172.20	
	Supt's Operating Office				
18	Gen'l clerk	1	51	179.70	
19	Chief "	1	60	282.00	
20	Transportation clerk	1	65	197.20	
	Passenger				
02	Stenog -	2	20-25- 30-35	132.20	132.20
19	Chief clerk - asst chief clerk	2	50-36	207.20 - 257.00	
72	Clerk - General				167.20
90	Rate clerk	1	44	207.20	

Yards -

3 - Yard clerks have had at least 10 replacements here, these were filled by yard clerks from extra board - inexp. men - ranging in age from 30-45 or so years - Paid 153.10 per mo -

Supt's Office

18 - Job bid in by exp. female - about 48 yrs old - paid 170.60 per mo -

Passenger - 1 stenog left - Job bid in by exp. man - $152.60

Rock Island - K.C. Mo -

11 - cont -

Mr. Anderson, Freight Traffic says that tho he is not looking for help he is receiving some applicants & is keeping their records, building up a reserve - Believes theres a good labor market - prefers a more mature person - "30 - 35 - 40 or more years." Feels that his jobs pay well, and so he can expect & get an experienced responsible person -

Mr. John Self - Supt's office

Says that he has had some trouble keeping good messengers (male) But says that this is partly his fault - as when he gets a good messenger on the extra board, if he can't give him much work & knows of a vacancy (even in another road) tells the boy & lets him go where he can get steady work - Has sent 3-4 to the Union Pacific - Is considering putting girls in for office messengers and so could release some of the inside boys to outside work with a car - (Boys would like this) However, this hasn't been necessary yet - Has for short periods "made 3 boys do the work of 4" -

Mr. Nirdlinger of Gen'l Supt's office - says "there's not a job" in his "office that a woman couldn't handle," but no reason for outside employees yet -

The mechanical dept (not scheduled) Is putting on 8-10 Women car cleaners, this co has never had them on this work before -

Chicago Rock Island & Pacific R.R.

9 -

Page 1

Nos. added

Dept.	Male	Female	Occupation -
Supt's Office		1	30-35 yrs of age Steno-clerk - exp'd. from outside - 162.50 Per mo - This person is just being put on - no one in co. wanted it - so was filled from outside -
Yards	5		Car clerks Per mo - Bid in from extra board - experienced men - 182.40
	3		Asst route clerks - bid in from extra board experienced men 165.10 per mo.
Passenger Traffic	1		Asst rate clerk - bid in - exp. $170.60

11 - All jobs controlled by union seniority rights -

Mr. Naylor of Yards said that while he is having difficulty in keeping yard clerks, he can't substitute with women, as the preferred jobs are those on the inside and would be the ones considered suitable for women "couldn't have women running around the yards" - so men start here and bid in the inside jobs as they can. This situation has been discussed but not seriously considered yet - as they can still get men, and would have to get some agreement from the union before this could be done - Co. builds up the extra board, but can't have too many there, as men leave unless they get work each day -

Mr. White - Passenger Traffic - says that they have no plans at present for more females, but if should lose the male stenographers they would replace them with exp females, at the rate men are now getting - Has not been receiving applicants, but believes he would have a ready market as the salary + hours are good -

Miss Thomas - Timekeeper - says that they have sufficient material in their labor force to replace reasonable vacancies - These men are broken in to railroad terms, reports etc. and are more valuable than total outsiders -

All salaries in this co. were increased 20.00 per mo. Dec. 1941 -

Women's Bureau
U. S. Department of Labor
Washington

Agent C. G. Hagen
Date 11/5-6 + 7 - 1942
City Kansas city mo.

WAR SHIFTS IN PERSONNEL REQUIREMENTS IN OFFICES AND STORES

1. Business Railroad - Division Office

2. Firm Name Union Pacific R. R. 8 3. Address 12th + Liberty + 11th + Main | 309 So. 5th st K.C. Kansas

4. Persons interviewed and positions Mr. R. G. Travers - chief clerk to Supt. } 12th + Liberty (over)
Mr. C. B. Friede Scheduled asst chief clerk

5. Persons employed:

	date 5/1-15, 1940 Men		date 5/1-15, 1940 Women	October 15 1942 Men		October 15 1942 Women
office workers + only Office clerical, ~~prof.~~, ~~adm.~~ Heads of depts not incl -	144	166	22	258	298	40
Sales						
Maintenance						
Other	none		none	none		none

6. Number men lost from October 1940 to October 1942:
For Armed Services 37 approximate Other reasons Could only recall 1 man who retired -

7. Number men expected to leave: Remainder of 1942 4 - "about cleaned out" In 1943 no record would be quite a chore to get this. over 3

8. Extent to which war has affected business operations since January 1942: No consolidation. Enlargements in transportation due to troop movements, handling materials etc. More claim investigation work which requires some one with R.R. experience + familiar with R.R. terms + reports. In freight office (Traffic Genl Freight) over 3

9. Resultant effect on:

	Numbers Added	Numbers Dismissed	Occupations
Men Employees	10 - See	None	See
Women Employees	29 - page 2		page 2.

10. Men's occupational vacancies since October 1940:

Vacancies: Job No.	Vacancies: Occupations	Vacancies: Rate of pay	Rate of pay of job filled by: Advancement of employee in office: Men	Rate of pay of job filled by: Advancement of employee in office: Women	Rate of pay of job filled by: By outside employee: Experienced: Men	Rate of pay of job filled by: By outside employee: Experienced: Women	Rate of pay of job filled by: By outside employee: Beginners: Men	Rate of pay of job filled by: By outside employee: Beginners: Women
				See Work Sheets -				

11. Would firm be interested in experienced women displaced in other goods industries? See pages 3 + 4

12. Post-war outlook for business See page 5

WB - 42-137

4 1 - Mr. G. E. Stanley Executive asst to President - 11th & Main St.
Mr. D. A. Martin Chief clerk of Traffic Dept. 11th & " "
Mr. A. W. Hendrickson " " to Master Mechanic 309 - 505th St
Kansas City Kan.

Figures etc given by foregoing are totaled & shown as 1 composite picture

7 2

If draft board take 3 a men may lose 48 - If decide to take boys 18 & 19 may lose an additional 20 or 20 - Finds that where the draft boards are in favor of deferring farmers they are coming down hard on the railroads - Due to this uncertainty co. now has had 22 women for 30 dys on the line between Kansas city & Ellis Kansas (303 miles) who are breaking in on the jobs at 110.40 per mo - will get this till they qualify (N.R. how long) then will go into regular jobs at about 150.00 per mo These jobs are 2 telegraphers, 20 freight "station clerks" who are Ticket Sellers, Bill clerks, O.S. & D. clerks - Draft board is not deferring any one called "clerk" regardless of duties - so these women ranging in age from 28 - 40 with 1-44 & 1-48 are local (along the line) people being trained to replace men -

8 3 - Have a larger volume of work - greatly increased in "tracing & manifest" (manifest = {record of cars passing stations) - However, as much commercial traffic stopped, efforts of personnel were switched to War effort -

The Mechanical dept. handles reports on rolling stock - Has brought in all locomotives & put them in 1st class condition ready to meet any great emergency - This has increased reports, however all depts have cut out many interdepartmental reports that gave information for selves - and turned these employees to most necessary regular routine reports - Co. is being asked to give many Govt. forms that are foolish, as "situation changes before report gets in to D.C."

Union Pacific R.R. Males only-

See back of sheet for changes made-

Office Code	Firms Job Description	Nos. Employed	Range of Rates-
Mechanical-			
16	Messenger	2	70.00
19	Head timekeeper - Chief clerk to Master mechanic	2	185.00 - 270.00
31	Timekeeper	2	160.00
Locomotive-			
31	Dispatcher- (clerk?)	4	135.00 - 145.00
Maintenance of Way- ✓ (supts' office)			
06	Accountant	1	215.00 per mo
19	Maintenance of Way clerk	1	215.00 " "
62	Bridge + Bldg + Sig clerk	1	162.00 " "
	Lease + Material clerk	1	185.00 " "
Shop (Car)			
02	Steno- clerk	1	135.00 per mo
18	clerk	1	152.00 " "
Passenger-			
00	Agent	2	200 - 235.00 per mo
02	clerk - steno	1	145.00 " "
19	Chief clerk	1	250.00 " "
62	Ticket clerk	1	184.00 " "

Mechanical

16 - 1 messenger left - replaced by young man, from outside with some experience at 90.00 per mo -

Shop Car

[illegible] 02 replaced by female from outside - about 30 yrs old some experience - Is "good at short hand". 155.00 per mo -

Yard - ✓ Union Pacific R. R. - Males only

See back of sheet for changes made

Office Code	Firm's Job Description	Nos. Employed	Range of Rates -
19	Chief yard clerk -	3	154.00 - 182.00
3-	Yard clerk^{16} - train checker^{2} - Empty car clerk^{1} - Manifest clerk^{1} - Car record clerk^{1} - Interchange clerk^{1} - Team track clerk^{3} - Route clerk + manifest clk.^{1} Yard Interchange + report clerk^{1} Route + yard clerk - Yard clerk + team track clerk - Clerk + Relief yd clk. Yard clerk + mail clerk - Sorter + yd clerk - Yard clerk + route clerk - Chief yard clerk, Empty car clerk, Manifest clerk -	34	116.00 - 154.00
45	Revising clerk	3	170.00
72	Interchange report clerk	2	135.00
90	Revision clerk, Car record clerk, Interchange clerk - Rate clerk -	1	160.00
92	Route clerk,	2	147.00

Transportation ✓ - (Supt. office)

00	Dispatcher - asst chief dispatcher - Car distributor - Chief dispatcher -	8	219.00 - 350.00 per mo. 10.54 - 12.27 per day
01	Secretary to supt.	1	197.00 per mo.
12	Comptometer op. - clerk + comptometer op	2	135.00 - 137.00 per mo.
15	File clerk -	1	147.00
18	Personal record clerk	1	157.00
19	Asst chief clerk to supt. Chief clerk to supt. - Head timekeeper	3	225.00 - 300.00
31	Station timekeeper - asst timekeeper + comptometer op	2	142.00 - 160.00

in Portland Oregon / spoke

Visited by Anderson – swell

Mr. Geo. H. Warfel – / Supt pres (

" G. E. Stanley asst to (R.R. Exchange Bldg)

" C. C. Weedin. Gen'l Freight & Passenger agt –

Victor 6530

Scheduled

a – Superintendent's office 12 & Liberty
Local Freight office " "
Master Mechanics office & shop office 7th & Colorado ave K.C. Ka
Gen'l Freight office R.R. exchange bldg
Executive office " " "
Purchasing Dept " " "
Passenger ticket office 11th & Grand –

Mr. Travers – about 10 –

12th – Liberty

Changes made, or being made –

Yards

3 – Yard clerks – Lost 12 men, replaced by men from "extra board" or deferred men – at salary from $136 – 174.00 per mo.

Transportation –

12 – The 2 men bid on other jobs (1 now Sec. to Supt / 1 now Sec. to Signal Supervisor) Replaced by 2 girls (40 or more) experienced from other seniority districts – at 155.00 & 157.00 per mo –

18 – Replaced by girl in office bid in job (35 yrs old) at 177.00 per mo –

Total 166 M 144 F 22

Union Pacific R.R. May 1-15, 1940 Males only

Local Freight

See back of sheet for Changes made

Office Code	Firms Job Description	Nos Employed	Range of Rates -
00	Agent -	2	235.00 per mo.
16	Extra messenger - Sorter and extra messenger	5	70.00 per mo. Sorter = 90.00 per mo.
17	Counter Cashier - Cashier	2	177.00 + 197.00 Per mo.
18	Gen'l clerk	1	182.00 "
19	Chief clerk' - Chief clk 2nd TRK' " " 3rd " ' Gen'l Whse Foreman' Head Passing clk ① Asst Whse Foreman' chief clk 2nd + 3 Track clk	6	150.00 - 210.00 "
24	Sorter + mail clerk	1	90.00 Per mo
31	Switching clk - Reclaim clk - Team track clk Demurrage clk - Tonnage clk -	6	132.00 - 154.00
41	Warehouse clerk	1	139.00
42	Reconsigning cl① ① Passing cl - 4 - Record cl① Freight check cl - Chief Delivery cl① Block check cl①	16	132.00 - 160.00
45	Revising clerk² - O.S+D. cl - Way bill checker	4	139.00 - 175.00
62	In bound clk + expense clk - (mail clk + Passing clk) Expense clk	2	132.00 - 134.00
75	claim clerk	1	154.00
90	Rate clerk - Rate clerk accountant	2	160.00 - 170.00
93	No bill clerk - Invoice clerk - Statement clerk	3	139.00 - 154.00

Traffic (General Freight)

18	Gen'l clerk	2	170.00 - 194.00
19	Chief clerk - Chief Rate Clerk	2 ✓	209.00 - 260.00
24	Mail + file clerk	1	125.00
3-	Tracing clerk	1	152.00
90	Asst rate clerk	1 ✓	182.00
92	Division clerk	1 ✓	162.00

Local Freight — Changes made, or being made

office code

16 - No change just yet, but training 5 inexp. girls (18 or 20 yrs old) to go in here - Will be paid 90.00 per mo.

17 1 male cashier at 197.00 per mo. Was bumped by a woman with longer seniority - Woman gets 197.00 & man got mad & bumped a man making 150.00 per mo & no responsibility - Woman past 40

31 - (Training) no change yet, but a female tonnage clerk now in training will come here at probably 152.00

42 - 9 freight check clerks have left - replaced by app. men from outside of co. - men 50-55 yrs old or deferred from draft - at 152.00 per mo. - very hard to keep men in this job - not real clerical work, but handle freight & keep some records - many on this work come up from truck drivers & really prefer that work - & yet real office people don't want it -

Traffic (Gen'l Freight)

18 - 1 man getting 170.00 left. Replaced by man in office at 190.00 per mo -

24 Replaced by man in office at 145.00 per mo -

3 - " " " " " at 172.40 " "

90 " " " " " " 202.40 " "

Union Pacific R.R. Kansas City Mo.

{General Inf. – By Mr. C. B. Friede – asst Chief Clerk.
on Replacements
By union Rules – } (This rule of replacement applies in all railroads – with practically no difference)

When a vacancy occurs in R.R. Work – all replacements are by union seniority rules – so when there is a vacancy – job must be advertised & is then bid on by qualified persons in that seniority districts – If no one in the district where vacancy occured wants the job, a qualified employee from other seniority district may bid on job – Then provided no one in co wants it, job may be filled by an outsider – When the job is filled by a senior person – all below this person step up & so a junior job vacancy is left open –

Job open need not pay more money, but might just be one that bidder prefers, due to duties, location, hours etc –

1 Woman with 20 years & 2 mos. seniority recently bumped (took a job from) a man with 20 years seniority as the job she held had 1 hrs a change of 1 hr in working hours & so she preferred the man's job – Man got mad & took a job at 40.00 per mo. less with no responsibility. The seniority rules are some times detrimental as it confines replacements to lesser skilled people some times – (Couldn't be too many see told)

Co. has a "lot" of Women with 20 & 25 yrs experience, or seniority, came in last War & will not quit – Co. has not hired any women from Spring of 1929 till Spring of 1942 – During depression men were laid off, all had to be rehired before new employees could be brought in –

Union Pacific R. R. K.C. Mo Page 2

added occupation

9 - Men

Mechanical dept 3 time keepers - 180.00 per mo.

" 1 Shop - car clerk 150.40 " "

Freight traffic 1 trace clerk N R Salary -

Women

Mechanical dept 1 female {comptometer op. - 150.40 per mo.
28 yrs old - 9 yrs exp.

Supt's office 2 female Telegraphers (2 actually on job / 2 in training) — 150.40 / — 110.40
young 28-40 inexperienced

1 female {comptometer op. exp. came in from other seniority district - 155.40
22 yrs old

1 female {printer op (or teletype op) hired in Fall of 1941 - had experience - but not R.R. experience - none of men wanted job} 200.00 a mo.
about 42 yrs old

24 female Steno - clerks - exp. but not in R.R. work - so start at bottom in that work 167.40 per mo -
(about 28-40 yrs)

Male

5 dispatchers - young telegraphers (all subject to
1 draft, but deferred so far - $11.90 per day -

11 - Mr Friede (speaking) Superintendent's Office

(also See page 1. re - replacements -)

Not really interested in having employees referred to them - as Kansas city has a large labor market - Co. has had no considerable difficulty in getting experienced women 20-35 yrs, experienced in stenography, typing, time keeping, comptometer &c. R.R. pay well, and offer certain considerations, such as seniority rights, good hours & advancement & passes - However, would be interested in individuals who could fit into organization & are capable - At present co. is only offering "indefinite employment" to all being taken on - Have relaxed education requirements, and no regard to marital condition - nor too strict about age -

When men were first drafted co. took boys 17 & 18 yrs old, but now expect to lose them & will replace with women.

Co. does not expect to lose any employees to Pratt-Whitney, but of course the employment there will use up the supply available -

Co. is not hiring any men except those definitely deferred -
No retired men have returned so far -

Co. has 2-300 letters of application, representing all other corporations - So for the jobs paying 167.40 per mo. they are not taking young girls (18-22) as can't depend on the younger girl - Have to age watch the job for them - So for this work get older women 28-40 married or single - Feels that a job paying 167.40 should have the benefit of an older more responsible person - with longer experience - Young girls are too irresponsible - "tell them & they forget in 15 min"!

11- cont. Mr. Friede -

Co. can't be accused of pirating, but girls come + apply + if good are taken - 1 girl about 35 yrs old came to co. from an investment banker - Was Head stenographer there getting 125.00 per mo with no chance of advancement - Came to R.R. at 167.40 with no guarantee of future as may have to give up better people to take men back as they return from armed service -

Co. recently employed a messenger (male) from Gen'l Foods co. Boy was getting 65.00 a mo. at Gen'l Foods, R.R. offered him $85.00 - Gen'l Foods then offered him 85.00 - Then R.R. offered him 100.00 a mo. to start + got him - Gen'l Foods got very angry called up + threatened to take their business to another R.R. Mr. Friede decided that "if one messenger could upset the structure of a big corporation" - He'd take a chance so did! This particular work is too heavy for girls and have to have a sober responsible person -

11- Mr. Hendrickson (Mechanical Dept).
Taking females 18-45 years - Trained stenographers -.
Has had no difficulty getting experienced people - "Have several ladies waiting to answer the first call" - (Freight Agent) Suggested to co. that it might be well to train some women for his dept. but thus far no action has been taken - Mr. Hendrickson prefers a first class steno- then can easily be taught the forms used in his office. If they don't know stenography "it's just so much dead timber"!

12.

Unless there should be a total + complete upset (which co. is not expecting.) Co. expects to be able to take all men, who return, back into their jobs, with full seniority rights. at present all are retaining full seniority rights. There will probably be a considerable reduction in nos. of jobs, as autos return, (and co. is looking for big plane business after the War). But men will return gradually + some who return will be restless, and will feel discouraged over having lost a couple of years of normal life and will not settle down to old jobs.

So in this way, some of new employees (tho promised nothing) will be able to retain jobs. But some with good qualifications will lose out, unless business should keep up at unexpected level. Business will keep up for awhile after War ends, but a slump will come later.

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RRIS-PATTON. 1016 BALTIMORE

PHONE AN AD TO
HARRISON 1200

Employment Services

RAILROAD WORKERS

EXPERIENCED

BRAKEMEN
X STATION CLERKS X
SWITCHMEN
X YARD CLERKS X
MACHINISTS
TELEGRAPHERS
X (male or female) X
Will accept men
over 55 if
sound physically

Those now
employed by
war industries
not considered

K. C. Times
11/10/42

APPLY TO MR. KIRCH,

**U. S. RAILROAD RETIREMENT
BOARD EMPLOYMENT SERVICE**
615 Walnut Street, Kansas City, Mo.

WANTED A1 stenogaphers, $110 to $135 month, also typists, file clerks, $70 to $85. Apply employment dept., Royal Typewriter Co., 230 Dierks bldg.

Help Wanted—Female

want ad under this head

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All in co. got a raise of $20.40 ~~per~~ mo. in Dec 1941.

no ~~Tran~~

4

Women's Bureau
U. S. Department of Labor
Washington

Agent C. G. Hager
Date 11/11/42
City Kansas city mo.

WAR SHIFTS IN PERSONNEL REQUIREMENTS IN OFFICES AND STORES

1. Business Railroad Transportation - General Main office -

2. Firm Name Kansas City Southern Railway 3. Address 11th + Wyandotte - K.C. mo.

4. Persons interviewed and positions Mr. O. M. Davison - Supt of Personnel
Mr. Wm O. Kessler Scheduled " " Personal Records 11/11

5. Persons employed:

Did not incl prof + adm in 1940 -

	date N. R. exact Date (see Sched)		~~October~~ 1942	
	Men	Women	Men	Women
Office clerical, prof., adm.	200	42	300 ✓	101 ✓
Sales				
Maintenance				
Other	none	none	none	none

6. Number men lost from October 1940 to October 1942:
For Armed Services 25 Other reasons ~~total~~ 8 N. R. exact - but only the few who have retired maybe - & a few who were transfered to Louis… over 1

7. Number men expected to leave: Remainder of 1942 (5)-6 Very few to go - maybe In 1943 not many left to go - if 5-6 go in '42 - maybe 3-4 more in 1943

8. Extent to which war has affected business operations since January 1942: This road is only 708 miles long it is in a territory where there is much war activity - + the fact that this road is now hauling oil previously hauled by tankers - Is now running from 15 to 20 oil trains per day - Camp (over 2)

9. Resultant effect on:

	Numbers Added	Numbers Dismissed	Occupations
Men Employees	29	None	See
Women Employees	55		pages 1+2 attached -

10. Men's occupational vacancies since October 1940:

Vacancies			Rate of pay of job filled by					
			Advancement of employee in office		By outside employee			
					Experienced		Beginners	
Job No.	Occupations	Rate of pay	Men	Women	Men	Women	Men	Women
			See	Work	sheets -			

Inf in no 10 not too good - Mr. Kessler tried to give it carefully but due to size of payroll etc this was practically impossible - However he is sure that there have been comparatively few changes - mostly new employees added -

11. Would firm be interested in experienced women displaced in other goods industries? Mr. Kessler says that others in the co. would answer this differently but due to the many applications that he has from exceptionally good people, (over) 3

12. Post-war outlook for business Co. has given this no serious thought yet. But believes that many men now serving in the foreign countries will stay there, due to the work that will open up there - That will keep up employment in this country, even after the war business falls off -

7[1] Co. has the men all classified as to draft possibilities, but can't find out who the board is going to take - However as the age group here is older, in all likelihood there will not be many more to go - Till just recently the ave. length of service for females was 15 yrs & for men much longer - "mostly older settled men" -

8[2] Claiborne alone - one of the largest mechanized camps - requires at least one freight train per day to supply it - Then add to this the tremendous increase in passenger service - Increase in gen'l business is at least 20% - all of this has increased all lines of office work -

11[3] - he can't feel that there is any shortage of workers, where the co. offers anything - Believes that Banks & Ins. cos. here will always need help when their employees can get better jobs - as these 2 groups pay very poorly - Co. has a no. of applications from the various defense plants here "due to the crazy hours & poor transportation" - (This R.R. office is downtown in 1 large bldg) - This co. is not expecting any scarcity of help in their co due to Pratt Whitney. but is wondering if Pratt Whitney will be able to get help - Co. is building up a reserve of female help in various depts - is getting girls from 22 - 35 yrs of age or younger or older depending - Has gotten some that are excellent - no longer cares whether they are married or single, with children or without - really believes that those with children are more responsible - Is making employees no promise, merely for "the duration" -

Nos. added – (Inf. on these 2 pages should be correct) C.S.H. –

K.C. Southern R.R.

9 –

Page 1

Dept	Male	Female	Occupation –
Typing Bureau		6	typists
	1		Messenger
Exec. V. P. (This is now in President's office)		1	steno clerk
		1	apprentice clerk – type – file & help where needed 3.95 a day
Central Acct'g Bureau		2	clerk accts – 5.90 per day –
		2	Comptometer op – (exp) 5.95 per day
	7		N.R. exact job material clerk, price clerk – Payroll clerks –
Purchasing		1	steno clerk
		2	apprentice clerks = type file & help where needed 3.95 a day
Comptroller's office		1	apprentice clerk " " " 3.95 a day "
Car Service	4 males		clerks – N.R. exact duties – Transferred in from other divisions of R.R.
Traffic		2	apprentice clerks – file & type & help out 3.95 a day
	1		File clerk
	1		Rate & Division clerk
		2	Stenos – Transferred in from other div. of R.R.
Telegraph	1		Chief clerk
		2	steno clerks –
Legal –		1	steno-clerk.

Nos. added - cont

K.C. Southern R.R.
Page 2

9 - Dept	Male	Female	Occupation -
Auditor of Revenue	4	2 - (Bid in job)	Station accts. clerk $8.20 per day male or female
code 13		4	comptometer op.
		7	Tabulating mch ops.
	2		Rate clerks
code 45		1	Government way bill clerk -
	7	2	claim & record clerks -
Is putting on now in auditor of Revenue office -		8	apprentice clerks, 3.95 a day - will help out in simple routine work, where most needed - not yet on definite jobs -
Treas. & Paymaster		5	Gen'l utility clerks - Largely taking care of Govt. Bonds.
Freight Claim Bureau -	Male 1		Gen'l clerk -
Chief Engineer (now in President's office)		2	Steno clerks - experienced
		1	apprentice clerk -

K. C. Southern R. R.

Office Code	Firm's Job Description	Nos. Employed Male	Nos. Employed Female	Range of Rates Male	Range of Rates Female
Comptroller -	See back of page				
01	Secretary		1		160.00 per mo
06	Interline Frt. acct | Spec acct. Travelling acct.	4		221.50 - 315.00	
07	Asst bookkeeper - Bookkeeper	2	1	230.00 per mo. 6.81 " day	5.50 per day
18	Stat. clerk - Gen'l clerk	2		6.59 - 6.94 per day	
19	Chief clerk - Head file clerk	2		161.00 - 252.00 per mo	
20	Engineering acct. Valuation clerk	2		7.40 - 8.87 per day	
23	Pay roll clerk	1		7.05 per day	
62	Voucher clerk - misc clerk. Gen'l clerk - asst voucher clerk - asst misc clerk	6	1	276.00 per mo. 5.50 - 8.45 per day	6.07 per day
93	Bill clerk - asst bill clerk	2		6.44 - 8.06 per day	
Car Service -					
02	Steno clerk	1		4.89 per day	
16	office boy	1		2.25 " "	
18	Statistical clerk - Gen'l clerk	2		5.44 " "	
19	Chief clerk - Asst chief clerk	2		222.00 - 249 per mo	
3-	Record clerk - Div + embargo clerk Reclaim clerk - Tonnage clerk	6		5.09 - 6.14 per day	
62	I. G. N. Per diem clerk	1		5.89 "	
72	Report clerk	1		5.54 "	
73	Statistician	1		7.04 "	
Transportation - (This dept Transferred to Shreveport La)					
01	Secretary	1		190.00 per mo	
19	Chief clerk	1		254.00 " "	

Comptroller -

62 - asst Voucher clerk left - replaced by man in co. who bid in job - exp. 6.72 a day -

Car Service

3 - 1 record clerk left - replaced by male who bid in job. 5.89 per day -

K.C. Southern R.R.

Office code	Firms Job Description	Nos. Employed Male	Nos. Employed Female	Range of Rates Male	Range of Rates Female
	Central Accounting Bureau	See back of Page for changes.			
06	asst Roadway acct - Roadway acct Mech. acct -	3		7.40 - 7.90 per day	
12	Comptometer op		1		5.15 per day
18	Gen'l clerk	1		4.31 per day	
19	Head train & engine timekeeper - Head Mech acct - Head Roadway acct	3		208.00 - 221.50 per mo	
3-	Joint facility clerk	1		7.45 per day	
31	Timekeeper - asst timekeeper	4		6.45 - 7.05 " "	
62	asst acct - Material acct | Bill voucher clerk	3		6.25 - 7.05 " "	
93	Price clerk	1		6.25	
	Purchasing -				
01	Secretary		1		145.00 per mo
02	Steno		1		5.74
11	multigraph op	1		5.68 per day	
16	office boy	1		2.25 "	
19	Chief clerk - stationer	3		195 - 254.00 per mo	
40	order clerk	1		5.71 per day	
41	stock "	1		5.20 " "	
91	Senior clerk	1		7.34 " "	
93	Invoice clerk	1		5.71 " "	
	General Passenger - (This whole dept. transferred to Shreveport La.)				
01	Secretary		1		120.00 per mo
19	Chief clerk	1		195.00 per mo	
24	Mail clerk	1		100.00 " "	
90	Rate clerk	1		6.68 per day	

Central acct. Bureau -

Code

18 - {This is no longer a job - duties absorbed into other jobs -
Man left -

31 - 1 asst timekeeper at 7.25 a day - left - replaced by his wife - who'd recently worked at
Sears Roebuck - not exp. - Salary 100.00 per mo now - on apprentice -

Purchasing - (These 3 enlisting are counted in
those in armed forces -

11 - multigraph op. is enlisting - job not yet filled, but will be bid in by an exp'd
man in office - at job rate -

19 - Chief clerk is enlisting job not yet filled - will be bid in by an exp'd man
in office at job rate -

41 Stock clerk - is being drafted - job not yet filled - will be bid in by man
in office -

This will mean a general change as these men go, as when chief clerk
goes many will step up -

T M 7 242-20042 K. C. Southern R.R. 11th + Wyandotte

See back of page for changes

Office Code	Firm's Description of Job	Nos. employed Male	Nos. employed Female	Range of Rates Male	Range of Rates Female
Local Freight Office -	No change here - some transfer of positions but no real change -				
02	Steno clerk		1		5.49 per day
06	Accountant	1		6.34 per day	
16	office boy - messenger	4		2.11 - 2.71 "	
17	Cashier - asst cashier	2		6.59 - 7.64 "	
18	Night clerk	1		5.74 "	
19	Chief bill clerk - chief clerk	2		215.00 per mo 7.09 per day	
3-	Switching clerk - Car service clerk Asst Switching clerk -	3		5.69 - 6.14 per day	
45	O.S + D. clerk - Revising clerk - Frt. Bill clerk	3		5.49 - 6.89 "	
92	Train clerk - Train desk clerk	2		5.94 - 6.14 "	
93	Bill clerk	2		5.69 - 5.94 "	
Typing Bureau -					
03	Typist		7		4.75 - 5.95 per day
04	Typist - chiefly dictaphone		2		5.28 - 150.00 per mo
16	messenger		1		2.25 per day
19	Supervisor		1		150.00 per mo
Executive Vice Pres - (This is now under President's office -					
02	Steno clerk.	2	1	125 left 185.00 per mo	157.00 per mo
15	File clerk	2		166 - 183.00 per mo	
16	Office boy	1		60.00 per mo	
20	Pass[illegible] clerk	1		208.00 " "	
62	Group Insurance	1		170.00 " "	
73	Statistician	1		180.00 " "	

Exec V. P.

- 02 - 1 male steno replaced by female - (exp.) from outside - 145.40 per mo.

K.C. Southern R.R.

Office Code	Firm's Job Description	Nos. Employed Male	Nos. Employed Female	Range of Rates Male	Range of Rates Female
		See	back of page.		
Traffic					
01	Sec'y – Sec to asst V.P. – Secy to Vice Pres. –	4	1	125. – 190.00 per mo	150.00 per mo.
02	Steno clerk	2	2	130.00 per mo 4.31 per day.	140.00 per mo. 5.75 " day
03	Clerk typist	1		4.31 per day	
05	Solicitation clerk	1		245.00 per mo	
15	File clerk – asst file clerk	1	2	135.00 " "	5.06 – 5.99 per day.
16	Office boy	3		2.36 per day	
18	Clerk gen'l – Docket clerk	2		3.93 – 5.99 " "	
19	Chief clerk – Chief Rate clerk – Chief Division clerk	4		195.00 – 265.00 per mo	
20	Travel rate clerk –	3		221.00 – 241.00 per mo	
24	Mail clerk	1		4.31 per day	
3-	Tracing clerk	1		175.00 per mo.	
62	Voucher clerk	1		5.99 per day	
73	Statistician – Statistical clerk	2		160 – 200.00 per mo	
90	Rate + Div. clerk – commerc'l agent – Rate clerk – Quotation clerk'	9		235.00 per mo & 7.69 – 9.07 per day	
Telegraph.					
14	1st day tel – 1st nite Tel op 2nd " tel – 2nd " " " gen'l clerk	1	4	5.64	3.35 – 3.85
Legal.					
01	Secretary	1 ✓		158.00 per mo.	
02	Stenog	1 ✓		100.00 "	
16	Office boy	1 ✓		63.08 "	
18	Gen'l clerk	1		159.00 "	
19	Chief clerk	1		185.00 "	
75	Claim agent – Chief clerk: handles claims	2 ✓		210.00 – 215.00 "	

Legal -

19 - The Chief clerk has become an attorney - & the chief clerk was replaced by 18 the genl clerk - with a step up all along and the addition of a female steno clerk -

K. C. Southern R. R.

Office Code	Firm's Job Description	Nos. Employed Male	Nos. Employed Female	Range of Rates Male	Range of Rates Female
		See back of page -			
Treas. & Paymaster					
02	Steno clerk		1		135.00 Per mo.
18	Clerk	1		.110.00 Per mo	.
94	Voucher clerk, asst book keeper Book keeper	1	1	175.00 "	152.50 "
Freight Claim Bureau					
16	Office boy	1		2.35 Per day	
19	Chief clerk	1		245.00 per mo	
62	Voucher clerk	0	1		5.23 Per day
75	Investigator	2		6.73-7.40 Per day	
92	Reconsigning clerk	1		6.35 per day	
Chief Engineer - This dept now under President's office -					
01	Secretary	1		190.00 Per mo	
19	Chief clerk	1		254.00 "	
31	Genl clerk	1		188.50 "	
General Dvel -					
19	Chief clerk	1		200.00 Per mo	

visited by
Porter

{Mr. J. M. Prickett, asst to Exec. V. P.
{Mr W. O. Kessler - Supt. of Personal Record Bureau}

Treas. & Paymaster -

94 - The Bookkeeper has been made chief clerk at 235.00 per mo - with a step up for all in dept. (5 additional female clerks have come in - largely for War Bond work -) ~~So~~ and male bookkeeper replaced by female bookkeeper who bid in job. N.R. just what on other changes -

Freight Claim Bureau -

92 - recon signing clerk - was replaced by male - from outside not exp. $6.75 per day -

K. C. Southern R. R.

Office Code	Firm's Job Description	Nos. Employed		Range of Rates	
		Male	Female	Male	Female
Auditor of Revenue -		See back of page			
06	Station accts. clerk	1		7.40 per day	
12	Compt. op.		3		4.89-5.24 per day
13	Tab. mch op. (Key punch)	3		4.88 - 6.15	
16	Office boy	1		2.65	
18	Weights clerk - corrections clerk Way bill sorter - stat. clerk.	7		2.90 - 5.93 a day - 1 at 208.50 per mo.	
19	Chief clerk - Head revising clerk - Head interline clerk - Head sta A. ticket clerk - Chief of recheck bureau	5		8.37 per day - 213.50 - 275.00 a mo	
3 –	Tracing clerk - Refrigeration clerk	2		5.71 - 6.61 per day	
31	Time keeping	1		6.03 "	
32	Key punch op.		2		4.88-4.89 per day
45	Claim check clerk - Record clerk Interline clerk Division clerk - Revising clerk Interline recheck clerk.	21	1	230.00 per mo & 4.31 - 7.47 per day	5.40 "
62	Station accts clerk Ticket acct clerk - Head switching clerk -	6	1	4.85 - 7.40 per day	5.75 per day
72	Statistical clerk		1		6.65 per day
75	Investigator Head Investigator	3		6.46 - 7.40 per day	
90	Rate clerk	1		7.55 per day	
			1		

Auditor of Revenue -

code
L3

3 male tab. mch op (key punch) left - replaced by 3 girls - {Pd - 6.95 per day - 2 from co's off. exp. - 1 from outside not exp - pd 5.68 per day -

16 - office boy left - replaced by girl from outside not exp. 3.45 per day -

18 - 3 male Way bill sorters left - replaced by 3 girls from outside - not exp. 4.75 per day -

N. R. on age of women, but not young girls -

1

Women's Bureau
U. S. Department of Labor
Washington

Agent Elsie Wolfe
Date Nov. 13, 1942
City Kansas City, Mo.

WAR SHIFTS IN PERSONNEL REQUIREMENTS IN OFFICES AND STORES

1. Business Airline Transportation

2. Firm Name Transcontinental & Western Airlines 3. Address Municipal Airport, K. C.

4. Persons interviewed and positions Mr. Ray Jones, Ass't Per. Mgr. (Mr. Reed, Per. Mgr. out of City)

5. Persons employed: Kansas City only

	Scheduled date 10/7/40 Men		Women	October 1942 11/1/42 Men		Women
Office clerical, prof., adm.	158	281	127	165	Total 1800	345
Sales						
Maintenance & Operations				965		190
Other Pilots, air Hostesses 40 in K.C., Draftsmen, Meteorologists, Radio Tech., Ticket Sellers				200		100

6. Number men lost from October 1940 to ~~October~~ Nov. 1942:
For Armed Services 638 in entire Co. 180 " Kansas City Other reasons 1800 in K. C. not including Armed Services

7. Number men expected to leave: Remainder of 1942 35 or 40 for Service Possibly 100 other men In 1943 Depends on married men taken. Technical employees are deferred also mechanical. Probably 25% turnover in 1943
Not many 18 & 19 yr. old boys left

8. Extent to which war has affected business operations since January 1942: A tremendous increase has taken place in both passenger & cargo transport service due to the War. Co. is really on a 100% War basis since few civilians are served. War cargo freight has priority over civilian passengers.

9. Resultant effect on:

	Numbers Added	Dismissed	Occupations
Men Employees	About 800 -	0	(See attached sheets on women's jobs formerly performed by men)
Women Employees	with ~~appr.~~ 50% women	0	All types of Clerical, Main. & operation

In Jan. 1942 there were about 1000 employees in K. C. of which 250 were women. Total employment for T. W. A. on Jan. '42 was 2370, present no. 4200.

10. Men's occupational vacancies since October 1940:

Vacancies			Rate of pay of job filled by: Advancement of employee in office		By outside employee: Experienced		Beginners	
Job No.	Occupations	Rate of pay	Men	Women	Men	Women	Men	Women

See attached sheets

Mr. Jones said he would have a copy made of present wage rates and send it to me. Each job carries a salary range regardless of sex.

11. Would firm be interested in experienced Sales & Office women displaced in ~~other~~ consumer goods industries? Yes, in Clerical capacity but need young women for Maintenance and Operation jobs. Co has hired some women between 45 and 50 but majority are between 25 and 45 years of age. Greatest difficulty is to

12. Post-war outlook for business "War has made people airplane conscious" so that airline transportation will increase enormously. Co expects that present business is only 10% of what it will be in Post War period. A great many of the returned soldiers will want to get into this type of transportation because of experience and training in flying during War.

WB - 42-137

#5- Persons employed: 4200 in entire T.W.A. organization
1800 " K.C.

Number of men and women in office is an actual count but the breakdown of Maintenance & Operations and "Other" is only an approximation. Main. & Operations really takes in all employees except Office. Percentages usually run about 75% Main. & Oper. and 25% office but this figure is slightly less - About 28% office.

#7- Turnover of men has been high. Total terminations have been averaging about 6 per da. Few office women have left.

#8- (cont.) The shift from men to women has been a result of war since Jan. '42. Very few women were hired prior to that date, other than Clerical and hostesses.

T.W.A. has a large school for Army Students

Co. is planning a night shift for clerical workers due to shortage of typewriters.

Additional hangers & maintenance buildings are in process of construction. Office force will be moved down town.

#11- (cont.) recruit a sufficient number of female trainees for jobs in operation & maintenance. A 3 mos. Training training course is given - rates of pay 45¢, 55¢ and 65¢ per hr. These rates are too low to compete with North American and Pratt Whitney who are reported to pay 70¢ per hr. T.W.A. has submitted a request to W.L.B. for increase in rates. Per. Mgr. stated that the U.S.E.S. had been very helpful in securing employees.

Transcontinental & Western Airlines

✓ Jobs, formerly held by men, now performed by women.

I Operations:

- a. Flight Control Clerk – 23 women (6 in K.C.)
  - Min. rate – $115.00 per mo.
  - Plan to staff entire dept. with women
- b. Maintenance Dispatch Clerks – 12 women
  - Min. rate $120.00 per mo.
- c. Dispatch Clerks in training – 4 women
  - Min. 100.00
- d. Radio Operators – 5 women
  - Min. 110.00
- e. Instrument Mechanics – 1 woman at present
  - 10 women in training
- f. Spark Plug Cleaners – 2 women in training
- g. Weight & Balance Clerks – 4 women
  - Min. rate $115.00
- h. Teletype Operators – 45 women
  - Min. rate – 115.00
- j. Meteorologists – 14 women
  - Min rate Jr. Met. – $130.
  - Salary range from 130.00 to $275.00
- k. Draftsmen – 6 women. Min. rate $130.00
  - (Many more women draftsmen could be used)

II Stock Room:

- a. Tool room Clerks – 14 women
  - Min. rate – $100 per mo.
- b. Apprentice Store Clerks – 18 women
  - Min. rate $105.00 for 6 mos.
- c. Store Clerks – 3 women Min rate $130.00

Transcontinental & Western Airlines

wkes c.m.

III Tickets & Reservations
- a. Reservation Clerks – 128 women
  - Min. rate – $125
- b. Chief Reservation Clerk – 1 woman rec. $200.00
- c. Ticket Sellers – 55 women
  - Min. rate – $125

IV Office (Office Boy or Messenger)
- a. Mail Clerks – 4 women
  - Min. rate $80.00
- b. Semi-Supervisory Jobs (Hd. of Dept. units)
  - 25 women have replaced men
  - Salary $150.00 to $200.00
- c. All Jr. Clerks, Accty Clerks, bookkeepers etc. are being filled or have been filled with women.
- d. Chief Clerks – 5 women

More women trainees are needed for jobs in Operations and maintenance. A 3 mos. training course is given. Present training rates for women are 45¢, 55¢, 65¢ per hr. Co. is trying to increase rates – request submitted to War Labor Bd.

K.C. U.S.E.S. has an order now for 50 women in Maintenance
- 30 Engine Overhaul
- 10 Instrument Service
- 10 Making up cables etc. on Gov't contract

✓ Number of women in K.C. on each job given, was not known without research. Records are kept for entire Co.

1940 record 1

Kansas City

Transcontinental Airlines, Municipal Airport, K.C.

Mr. L. M. Reed, Per. Mgr.

Dept.	Firm Job Description	Code	No. employed			Rate of Pay		Changes Made
			Total	Male	Female	Male	Female	
T.W.A.	— — — — —	—	285	158	127			All Rates have increased Each job carries a salary range - women rec. same as men
Operations	Steno-Clerk	02	8	2	6	85 100	85 (5) 90	Replaced by women
	Flight Control Clerk	18	7	7	-	80 100 75 110 (4)		6 women at present Entire staff will be women
	Typist Clerk	03	5	3	2	75 (2) 80	75 80	Replaced by women
	Chief Clerk (Superv. clerical)	19	2	2		140 (2)		" " "
	Statistical Clerk	18	1	1		120		" " "
	Sec'y	01	1		1		105	
Passenger Service	Steno	02	6		6		80 85 (3) 90 100	
	(Jr. clerk) Typist-Clerk	03	4	4		75 (3) 85		Replaced by women
	Lost & found Clerk	18	1	1		75		" " "
	(Stock) Supply Clerk	41	2	2		75 80		" " "
	Office Boy	16	1	1		75		" " "
	Chief Clerk (Superv. Clerical work)	19	1	1		140		" " "
	File Clerk	15	1		1		100	
Treasury	Cost Acctg. Clerk	62	35	34	1	145 130 (4) 120 115 (2) 125 140 (20) 100 (3) 150	80	Replaced by women
	I.B.M. Oper.	13	2	2		175 120		1 man 1 woman now
	Timekeeper	31	3	3		135 120 100		Several women in dept.
	Mail Boy (Operates Duplicating mach.)	11	2	2		55.00 85.00		Still have boys
	Statistical Clerk	18	4	4		100 150 (2) 135		1 man
	Jr. Clerk Typist Steno Clerk	03	13	2	11	75 80	(2) 65 90 75 (5) 80 70	Replaced by women
	Kardex Card Clerk	3—	2	2		(2) 100		"
	Paymaster	20	1	1		150		Same man
	Ass't Acctg Auditor	06	2	2		150 (2)		Men
	Record Clerk	41	1	1		100		
	Compt. Oper.	12	10		10		75 120 110 (2) 105 (2) 80 90 (3) (3) 100	
	Steno	02	10		10		95 115 (3) (2) 85 105	
	Key Punch Oper	32	5		5		(3) 75 (2) 100	

"All General clerical jobs have been replaced by women"

Kansas City

2

Transcontinental Airlines

Dept.	Firm Job Description	Code	No employed			Rate of Pay		Changes Made
			Total	Male	Female	Male	Female	
Treasury Dept.	Statement Typist	03	3		3		85 (2) 120	
	Elliott Fisher Oper.	08	4		4		80 85 90 110	
	Checker of ticket forms	18	2		2		75 80	
	Payroll clerk	23	2	1	1	100	100	Replaced by women
	Calculating Mach. Oper.	12	2	2		75 (2)		" " "
	Secy	01	1		1		110	
	Checking & filing	18	1		1		85	
	Jr. Clerk - Office Boy	16	2	1	1	55	80	" " "
	Audit Clerk	45	1	1		100		" " "
	General Cler. - F. Clerk	18	2	1	1	75	75	" " "
	Claim Clerk	18	1	1		135		Man has job
	Ins. & Tax Supvr.	19	1	1		220		No change
	Acct's Payable Bkpr.	94	1	1		155		"
	Hand Bkpr.	07	1	1		185		"
	Chief Cost Clerk	06	1	1		150		"
	Accountant	06	1	1		170		"
Traffic	Tel. Reservation Clerk	X0	13	12	1	125, 150 (2), 140 (2) (4) 110, 135, 100 115	100	Replaced by women
	Ticket Sales "	X0	1	1		110		"
	Typist - Clerk	03	8		8		(3) 90, 95, 100 (2) 80, 85	
	Teletype Oper.	03	2		2		75 80	
	Steno	02	15	1	14	100	100 (7) 85 (4) 80, 90 (2)	Replaced by woman
	Statistical	18	1	1		120		" " "
	Jr. Clerk (Filing & typing)	03	1		1		80	
	Addressograph Oper	10	2		2		100 80	
	Chief Clerk (Clerical Supvr)	19	3	3		235.00 130 150		1 man 2 women
	Correspondent	05	1	1		125		Same
	Traffic Clerk	98	1	1		130		

Transcontinental Airlines - Kansas City

Dept.	Firm Job Description	Code	No. employed			Rate of Pay		Changes Made
			Total	Male	Female	Male	Female	
Traffic	Chief Reservation Clerk	19	4	4		140(2) 145(2)		1 woman now who rec. $200 per mo. Remainder are men
	Reservation Record "	3_	1	1		115		Woman
	Schedule Maker	X1	1	1		120		"
	Rate Assistant	20	1	1		195		Man
	Chief Addressograph Oper.	19	1		1		120	
	Sec'y	01	1		1		140	
	Jr. Clerk (Routine Office Clerical)	18	1		1		90	
Purchasing Stores	Typist-Clerk	03	2	2		(2) 80 (2) 75		Women replaced
	Record "	3_	5	5		(3) 80		" "
	Steno	02	5	1	4	80	90 85 (2) 80	" "
	Stock Clerk	41	1	1		75		" "
	Chief Clerk (Supvr.)	19	1	1		165		Man
	Lead Clerk (contacting salesmen & supply houses for equipment)	91	1	1		125		Man
Maintenance	Steno	02	3	2	1	85 80	95	Woman replaced
	Typist Clerk	03	4	4		75 (3) 80		" "
	Record "	3_	1	1		75		" "
	Time Study "	2_	1	1		100		Man
	Clerk - Steno	02	1	1		100		Woman
	Chief Clerk (Supvr.)	19	1	1		170		Man
Personnel	Mail Boy (Office Boy)	16	7	7		(7) 55		4 girls @ 80.00 per mo. Remainder boys
	P.B.X. Oper	14	2		2		90 75	
	Steno	02	5	1	4	90	(4) 85	Replaced by woman
	Sec'y	01	1		1		115	
	Per. Record Clerk (Typing) (Dictating)	03	1		1		100	

Transcontinental Airlines - Kansas City

Dept.	Firm Job Description	Code	No. employed			Rate of Pay		Changes Made
			Total	Male	Female	Male	Female	
Personnel	Jr. Clerk (Mail Distribution)	24	1	1		75		Man
	In charge Per. Records Clerk	3_	1	1		130		Woman
	Per. Clerk (Interviews applicants)	18	2	2		150 100		1 woman Interviewer Others men
	File Clerk	15	1		1		80	
	Receptionist answers telephone gives applicant spcl typing	03	1		1		65	
Executive	Steno	02	4		4		140 (Legal) (2) 100, 85	
	Secy	01	3		3		165 (2) 100	
Office Mgrs.	Mail Room Supt.	19	1	1		140		Man
	Mail Boy	16	3	3		(3) 55		"
	Gen. Clev. Ass't	18	1	1		100		"
	P.B.X. & Receptionist	43	1		1		115	
Advertising	Statistical Clerk	18	1		1		100	
	Steno - Secy	02	1		1		120	
Educational	Steno	02	2		2		80 85	
	Typist Clerk	03	1		1		80	
Engineering	Steno	02	2	2		75 85		Women replaced
	Typist Clerk	03	1	1		80		" "
	File "	15	1	1		100		" "
	Chief Clerk (Supvr.)	19	1	1		130		Man

T.W.A.
Kansas City

REVISED OPA WAGE SCALE
Personnel Department
October 1, 1942

GENERAL POSITIONS	1st Year	2nd Year	3rd Year	4th Year	5th Year
Office Boys	80	85	-	-	-
Telephone Operators	110	120	125	130	135
Teletype Operators	115	125	135	145	-
Typists	100	110	120	-	-
Stenographers	115	125	135	-	-
Junior Clerks	100	110	120	-	-
Clerks	120	130	140	150	-
Chief Clerks	160	170	180	190	200
TRAFFIC DEPARTMENT					
Doormen	100	110	120	-	-
Couriers	100	110	120	-	-
Addressograph Operators	105	115	125	135	-
	6 Mos.	6 Mos.			
Jr. Representatives (F)	125	140			
Jr. Representatives (M)	125	140			
Senior Representatives (F)	150	155	160	165	-
Senior Representatives (M)	150	160	170	180	190
OPERATIONS DEPARTMENT					
Pantry Girls	90	100	105	-	-
Helpers & Deliverymen	100	105	110	-	-
Apprentice Cooks	110	120	130	-	-
Second Cooks	125	135	145	-	-
First Cooks & Bakers	150	160	170	-	-
Lead Commissary Clerks	125	135	140	145	150
Br. Comm. Clerks in Charge	130	140	145	150	155
Central Comm. Storekeepers	140	155	165	175	185
PURCHASING DEPARTMENT					
Toolroom Clerks	100	105	110	115	-
Apprentice Stores Clerks	105	120			
Stores Clerks	130	135	140	145	150
Lead Stores Clerk	155	160	165	170	175
Station Storekeepers	180	185	190	195	200
ACCOUNTING DEPARTMENT					
Accounting Machine Operators	120	130	140	150	-
Junior Accountants	150	160	170	180	-
Accountants	180	190	200	210	-

CHIEF REPRESENTATIVE PREMIUM

New York, Pittsburgh, Chicago, Kansas City, and Los Angeles	- 30
All Other Stations	- 20

REVISED OPA WAGE SCALE
Personnel Department
October 1, 1942

	1st Year		2nd Year	3rd Year	4th Year	5th Year
Cargo Handler	125		130	135	140	-
Jr. Passenger Agent (M)	6 mos. 130	6 mos. 145				
Jr. Ticket Agent (F)	130	145				
Ticket Agent (F)	155		160	165	170	-
Passenger Agent (M)	155		165	175	190	200

CHIEF PASSENGER AGENT PREMIUM

New York - 30
Pittsburgh - 30
Dayton - 30
Chicago - 30
Kansas City - 30
Albuquerque - 30
Los Angeles - 30

All Other Stations - 20

T.W.a.
Kansas City

SCHEDULE OF TWA POSITION CLASSIFICATION

EXECUTIVE OFFICERS

ELECTIVE OFFICERS

1	Chairman of the Board
1	President
1	Vice President
1	Treasurer
1	Secretary

APPOINTED OFFICERS

2	Assistant Secretary
2	Assistant Treasurer
2	Assistant Secretary and Assistant Treasurer
2	Comptroller

PERSONNEL

MANAGER AND ASSISTANTS

3	Personnel Manager
3	Assistant Personnel Manager
3	Personnel Specialist
3	Educational Supervisor
3	Branch Personnel Manager
3	Educational Assistant
3	Health and Safety Supervisor

GENERAL

4	Industrial Nurses
5	Doctors

PROCUREMENT

MANAGER AND ASSISTANTS

8	Procurement Manager
8	Assistant Procurement
8	Procurement Specialist
8	Buyers

STOREKEEPERS AND STORE CLERKS

9	System Storekeeper
9	Assistant System Storekeeper
126	Station Storekeeper
125	Lead Stores Clerk
124	Stores Clerks
123	Apprentice Stores Clerk
122	Toolroom Clerks

OPERATIONS

SUPERINTENDENCE

10	Chief Pilot
10	Operations Superintendent
11	Division Superintendent
12	Flight Superintendent
10	Communications Superintendent
10	Superintendent of Maintenance
10	Superintendent of Passenger Service
10	Supervisor of Food Service
10	Chief Hostess
13	Food Consultant

OPERATIONS (cont.)

ASSISTANTS, OPERATIONS

14	Assistant Chief Pilot
14	Assistant Communications Superintendent
15	Assistant Division Superintendent
16	Assistant Flight Superintendent
17	Assistant to Vice President
18	Field Supervisor

ASSISTANTS, MAINTENANCE

14	Assistant Superintendent of Maintenance
14	Chief Inspector
15	Foreman
16	Maintenance Assistant
17	Crew Chiefs

PASSENGER SERVICE

114	Central Commissary Storekeeper
115	Branch Commissary Clerk in Charge
116	Lead Commissary Clerks
117	First Cooks & Bakers
118	Second Cooks
119	Apprentice Cooks
120	Kitchen Men, Helpers and Delivery Men
121	Pantry Girls
19	Waiters
19	Bartenders

OPERATIONS (cont.)

ENGINEERS, TECHNICIANS & DRAFTSMEN

40	Senior Technician
41	Technician
42	Junior Technician
43	Chief Draftsman
44	Draftsman
45	Junior Draftsman
10	Engineering Superintendent
46	Engineers
47	Junior Engineers

MECHANICS

401	Inspector
402	Master Mechanic
403	Lead Mechanic
404	Senior Mechanic
405	Mechanic
406	Junior Mechanic - Grade 1
407	Junior Mechanic - Grade 2
408	Apprentice - Grade 1
409	Apprentice - Grade 2
410	Apprentice - Grade 3
411	Cleaner
412	Polisher
414	Student Mechanic
413	Helpers

OPERATIONS (cont.)

METEOROLOGISTS

301	Meteorologist in Charge
302	Meteorologist
303	Assistant Meteorologist
304	Junior Meteorologist
305	Student Meteorologist

RADIO OPERATORS (Ground)

201	Chief Radio Operator
202	Radio Operator
203	Junior Radio Operator
204	Student Radio Operator

STATION EMPLOYEES

601	Station Manager
602	Assistant Station Manager
901	Chief Passenger Agent
902	Passenger Agent
903	Junior Passenger Agent
904	Apprentice Passenger Agent
905	Chief Cargo Handler
906	Lead Cargo Handler
907	Cargo Handler
908	Cargo Agent
131	Chief Ticket Agent
110	Ticket Agent
109	Junior Ticket Agent

OPERATIONS (cont.)

FLIGHT PERSONNEL

50	Captain
51	First Officer
52	Second Officer
53	Flight Engineer
54	Flight Radio Operator
55	Flight Navigator
56	Flight Purser
801	Hostess
57	Flight Mechanic Agent
58	Student Captain
59	Student First Officer
60	Student Second Officer
61	Student Flight Engineer
62	Student Flight Radio Operator
63	Student Flight Navigator
64	Student Flight Purser
802	Student Hostess
65	Student Flight Mechanic Agent
66	Check Pilot

TRAFFIC

SUPERINTENDENCE

20	General Traffic Manager
20	Mail & Express Traffic Manager
20	System Reservations Manager
20	Manager, Public Information Department

ASSISTANTS

21	Assistant to General Traffic Manager
21	Assistant Mail & Express Traffic Manager
23	Regional Mail & Express Traffic Manager
21	Manager Passenger Relations
21	Manager, Tariffs, Schedules & Research
21	Assistant System Reservations Manager
21	Director of Training
22	Regional Traffic Managers
21	Advertising Assistant
21	Assistant Manager, Public Information Department
21	Regional Managers, Public Information Department
21	Assistant Regional Managers, Public Information Department

TRAFFIC (cont.)

GENERAL

24	Mail & Express Traffic Representative
26	Assistant to Manager, Tariffs, Schedule & Research
26	Tariff Representative
26	Schedule Representative
27	Schedule Assistant
26	Traffic Analyst
27	Traffic Analyst Assistant
26	Guide Representative
27	Guide Assistant
26	Assistant to Director of Training
28	Training Supervisors
27	Traffic Specialist Assistant
29	District Traffic Managers
30	Advertising Representative
30	Staff Representative
30	System Photographer
30	Photographers & Assistant
30	Photographer Assistant
30	Darkroom Assistant
131	Chief Ticket Representative
110	Senior Ticket Representative
109	Junior Ticket Representative
31	Mail and Express Representative
32	District Traffic Manager
33	City Traffic Manager
112	Courier
113	Doorman
34	Traffic Representatives

TRAFFIC (cont.)

RESERVATIONS

131	Chief Reservation Representative
109	Junior Reservation Representative
110	Senior Reservation Representative
25	Reservation Manager
25	Reservation Supervisor
25	Chief Traffic Dispatcher
25	Traffic Dispatchers

TREASURY

SUPERVISORS & ASSISTANTS

70	Division Supervisors
71	Section Supervisors
72	Accounting Supervisors
73	Senior Accountants

GENERAL

127	Accountants
128	Junior Accountants
129	Accounting Machine Operators

ALL DEPARTMENTS

GENERAL POSITIONS

101	Chief Clerks
102	Clerks
103	Junior Clerks
104	Stenographers
95	Secretaries
105	Typists
130	Chief Switch Board Operators
106	Switchboard Operators
107	Teletype Operators
108	Office Boys
111	Addressograph Operators
91	Vehicle Drivers
92	Office Manager
93	Mail Room Supervisors

BUILDING & GROUNDS EMPLOYEES

80	Chief Guard
81	Lead Guard
82	Guard
83	Head Janitor
84	Janitor
85	Chief Porter or Maid
86	Lead Porter or Maid
87	Porter or Maid
88	Building Engineer
89	Building Engineer Assistant
90	Watchman

ALL DEPARTMENTS (cont.)

INSTRUCTORS

75	Instructor in Charge
76	Senior Instructor
77	Instructor
78	Junior Instructor

Harzfelds - Retail Apparel

Page 1

5

U. S. DEPARTMENT OF LABOR
WOMEN'S BUREAU
WASHINGTON

Individual Annual Earnings

Firm	1 Sex	2 Age	3 Marital Status	4 Present Occ.	5 First Occ.	6 Cont.	7 Present Busi. etc	8 Present rate monthly	9 Present rate weekly	10 Amt of overtime	11 Current egs	12 1st Job Full or	13 Rate of 1st Job mo.	14 Per cent Change	15 Annual egs	16 Full or PT	17 Wks worked	18 Bonus	19 Beginners etc	20 Premium etc	21 Over-time in	22 Overtime in all	23 Basis of Pay
		Firm name																					
		Social Security No.						Occupation	Sex	Weeks ~~Worked~~	Annual Earnings		Social Security No.			Occupation	Sex	Weeks Worked	Annual Earnings				
0001	2·	3·	2.	01·	03·	1·	1·	087·	0200·	0·	0200	1·	065.	-----	0797	1	2–	0	–	X	3	X	2
2		5·	1.	09·	08		1	095·	22.		110.	·	108·		0910.	1	2–·	0	–·		8·	6·	·
3	·	2		02·	02·	·	·	078	18	·	180	·	078.		---·	–.	--	–	X·		–·	X·	·
4	·	4.	·	17·	XX·	3·	·	078	18·		180·	·	XXX·		0868·	1·	2–·	0	–.	·	6·	6	·
5	·	6.		07	07·	1·	·	119·	275·	·	275·	·	121·		1435·	1·	2–.	·	–.		6	6	
6	·	3.		12	XX·	3·	·	087	200·		200·	·	XXX·		0955·	·	2–	·	–.	·	5·	X·	·
7	·	2·	·	12	12	1	·	069·	16		135·		069·	·	----	–.	--	–	X	·	–		
8	·	4.	·	93·	93·	·	·	65	15·		150.		65·	·	0093·	1·	X1·	0·	X·	·	–		·
9	·	6·	2·	12	12·	·	·	87	20.		20.	·	87·	·	0640	1.	X7	·	X·	·	1.		·
0010	·	3·	4·	12·	12	·	·	78·	18·		18	·	78		---.	–	--	–	X		–		
11	·	2·	2·	12	12·			65	15		15·		65·		---·	–.	--	–	X·	·	–		
12	·	4.	1·	07	XX·	3	·	91·	21·		21.	·	XXX·		1096·	1·	2–·	0	–.	·	5.		
13	1·	6·	2·	62·	62·	1		95.	22		22·	·	078.	·	0386·	·	X4·	·	X·	·	1.		·
14	2	6	1						18		18				0947		2–						
15	1·	4.	2·	19·	41	1		160·	37·		37·		XXX·	·	1757		2–.		–	·	6	6	
16	1·	3·	1·	19·	81·	1.	·	152	35·		35·	·	152·	·	1820·	·	2–		–	·	3·	X·	·
17	2·	3·	2·	94·	94·	1·	·	065·	15	·	15		065·		----		--	–	X		–		·
18	2·	4·	2	9X	9X	4	·	065	5·		15.	1	065.	-----	0212	·	XX	0	X	X	–·	X	2.
19	2·	5·	3	12·	12	1·	·	065·	15·		15	1.	065·	·	----.	–	--	–	X	X·	–	X	·
20	1·	3·	1·	60	41	2	·	078·	18·		18·	1.	065	·	0732	1	–0.	0	–	X·	4	X	·
21	2·	4.	2·	20.	XX.	3.		173.	40·		40	1	XXX·		1857	1	2–.	0	–	X	6	6	
22	2	5	2	20					35						1674		·						
23	2·	2·	1	61.	61·	1	1·	065.	150.	0·	150.	1.	065.	-----	0205	1·	X3·	0·	X·	X·	1·	X	2·
24	2·	3·	1·	61.	61	1	1·	065·	150	·	150	1·	065·	·	0778·	1·	2–.	0·	–	X·	2·	X·	·
25	1·	1.	1	16	41·	1	1·	065·	150		150.	1·	065·		0744	1·	2–	0·	–	X·	2	X·	·
26	2	3	2	02					15						----								
27	2·	1·	2·	5–	41	1·	1·	065·	150.	0·	150	1	065	-----	0147·	1·	X2·	0·	X·	X·	÷	X·	2·
28	2·	3·	1.	61·	61.	1·		065.	15·	·	150·		065·	-----	0710·	1.	2–.	0	–	·	2·	·	·
29	2·	5·	2·	61·	61·	1·	·	078.	18·		180.	·	078	-----	---.-	–	--	–	X·	·	–		
30	2·	2·	1	08·	08·	1.	·	065.	15.		150·		065·	-----	0377	1	06	0	–	·	1	·	·
31	2·	6·	1·	08·	08	1·	·	119·	275·	·	275·		100·	-----	1439	1.	2–.	0·	–	·	6·	6	·
32	2·	3·	2·	5–	XX·	4	·	065.	150.		150.	2·	---	-----	0063	2	XX	0	–	·	3·	X·	·
33	2·	2·	1·	08·	5–	1·	·	072	165	·	165·	1	065·	-----	0790·	1	2–·	0·	–		2·	X·	·
34	2·	6·	1	08·	08.	1·	·	078·	180.	·	180.	1.	052·	----	0949·	1	2–.	0	–	·	5.	X·	·

U. S. GOVERNMENT PRINTING OFFICE 14—3905

1 Harzfelds Retail Apparel Page 2

U. S. DEPARTMENT OF LABOR
WOMEN'S BUREAU
WASHINGTON

Individual Annual Earnings

Firm

Firm name

		Social Security No.	Occupation	Sex	Weeks Worked	Annual Earnings	Social Security No.	Occupation	Sex	Weeks Worked	Annual Earnings	
00 35	2:	1. 1. 03 5- 1. 1.	065	0150	.0	0150 1.	065 ----- 0270	1	X4.	0.	X. X. 1. X.	2.
extra 36	2.	4. 2. 08. -- - 3 1.	---	0180.	0.	0180. -	--- ---- ----	-	--	-	- - - -	2
37	2:	3. 1. 08. 5- 1. 1.	078.	0180	0.	0180 1	059 ---- 0885.	.1.	2-.	0	-. X. 5. X.	2:
38	2.	1. 1. 5- 5- 1. 1.	065	0150	0.	0150 1	065 ----- ----	-	--	-	X. X. - X.	2:
39	2.	6 2 15. 15 1. 1	065.	0150	0	0150 1	065 ----- 0765	1.	2-	0	- X. 6 6	2:
40	2.	2. 1 02. 02. 1. 1.	065.	0150	0	0150 1	065 ----- 0508	1.	X7.	0.	X. X. 1. X.	2:
41	2.	6. 2. 20 03 1. 1.	095.	0220	0.	0220 1.	052 ----- 1158.	1.	2-	0.	- X. 6 6	2
42	2.	5. 1. 03. XX. 3. 1.	065	0150	0	0150 1.	XXX ----- 0763	1.	2-	0.	X. X. 1. X	2.
43	2.	3. 2. 18. 18. 1. 1.	065	0150	0	0150 1.	059 ---- 0777	1.	2-.	0	- X 3 X	2.
44	2.	3. 1. 02 XX 3 1.	072	0165	0.	0165 1.	052 ----- 0780	1.	2-	0	- X. 3. X.	2.
45	2.	2. 1. 18. 18. 1. 1.	065.	0150	0	0150 1	052 ----- 0780	1	2-	0	- X. 3. X.	2:
46	2:	1. 1. 18. 18 1. 1.	065	0150	0	0150 1.	065 ----- 0293.	1	X4.	0.	X. X. 1. X.	2.
47	2	4. 2. 12. 18. 1. 1	087	0200	0	0200 1.	065 ----- 1041	1.	2-	0	- X. 5. X.	2:
48	2.	5. 1 23 XX. 3. 1.	078.	0180	0.	0180 1.	XXX ----- 0939	1.	2-	0	- X 5 X	2
49	2.	4. 2 23. 41. 1. 1.	065	0150	0	0150 1	052 ----- 0760	1.	2-	0	- X. 4 X.	2.
50	2-	6 2 23 XX. 3. 1.	065.	0150	0	0150 1.	XXX ----- 0640	1.	-0	0	- X. 3. X.	2:
51	1.	2. 2. 19. 23. 1. 1.	152	0350	0	0350 1.	065 ----- 0210	1.	X3.	0.	X. X. 1. X.	2.
52	2.	5 3 23 17 2 1.	078	0180	0	0180 1.	078 ----- 0770	1.	2-	0	- X. 6 6	2.
53	2.	6. 1. 17. XX. 3. 1.	065	0150	0	0150 1.	052 ----- 0753.	1.	2-	0	- X. 6 6	2.

OFFICE WORKERS - ST. LOUIS, MO.
1942

Office Workers - 1942
St. Louis, Mo.
Firm Schedules

Women's Bureau
U. S. Department of Labor
Washington

Agent S. A. Wunder
Date 9 Dec., 1942
City St. Louis, Mo.

WAR SHIFTS IN PERSONNEL REQUIREMENTS IN OFFICES AND STORES

1. Business Banking

2. Firm Name Boatmen's National Bank 3. Address 300 N. Broadway, St. Louis, Mo.

4. Persons interviewed and positions Mr. H. F. Harrington, Vice-Pres.; Mr. Frank Schmidt, Paymaster

5. Persons employed:

	Scheduled date Dec. 1, 1940 Men	Women T.	Nov. October 1942 Men	Women T.
Office clerical, prof., adm.	107	27-134	78	93-171
Sales				
Maintenance				
Other				

6. Number men lost from October 1940 to October 1942:
For Armed Services 29 from total payroll / 26 from office staff Other reasons Unknown

7. Number men expected to leave: Remainder of 1942 Unknown In 1943 Perhaps 12

8. Extent to which war has affected business operations since January 1942: "Tremendous increase", due to loans to defense plants and payrolls for defense plants. The oldest bank in St. Louis, carrying the accounts of the oldest families, prides itself on modern, aggressive methods, & use of modern machines.

9. Resultant effect on:

	Numbers Added	Dismissed	Occupations
Men Employees 1940	1941	0	Additional F. about evenly div-
Women Employees 17 +	20 = 37	0	ided between Proof & Transit,

Training
and Book keeping Depts. 9 F. and 1 M. who work exclusively on War Bonds (M. transferred.) Now training several F. in Book-

10. Men's occupational vacancies since October 1940:

Vacancies			Rate of pay of job filled by					
			Advancement of employee in office		By outside employee			
					Experienced		Beginners	
Job No.	Occupations	Rate of pay	Men 2 per month	8 Women	Men	Women	Men	16 Women
2	Tellers	$125-150	$135					
1	Ass't head safe deposit	135		125	(Promoted from 110			
7	Bookkeepers	80-90		80-85	(Some of M.	who left	more experienced than F.)	
11	Transit clks	70-75						70
5	Office boys, messengers	65						65

Firm's policy to review work of employees every 2 or 3 months, giving $5.00 raises

11. Would firm be interested in experienced women displaced in other goods industries? If (over ex-perienced, with good record, & able to pass physical examination, Yes. Practically all new F. however are inexperienced, just out of high school, chosen from (over

12. Post-war outlook for business Hope for enough expansion to take back M. who want to return, and to keep F. who prove most satisfactory. Have a number of wives of service men.

13. "No part time workers, and not likely to have them. Tho' using machines as never before, bank work still is not like factory work."

WB - 42-137

9. keeping dept. and in cages, to promote to tellers if those M. are taken by draft as several may be in 1943.

10. four or five times a year. Much depends on accuracy of individual.

11. top third of graduating class. Their records carefully examined especially for attendance – "no glamor girls" wanted. Recruiting of new employees done by sending present F. back to talk to school mates – "proud to be chosen to do that." Thus get all they need. Mr. H. formerly opposed to F. in bank, but now sold on them, and on present young generation, tho' he "finds that F. can't work under pressure as well as M. can" – noted especially in check collection department.

Comments on women as workers

Women's Bureau
U. S. Department of Labor
Washington

Agent S. R. Wunder
Date 10 Dec. 1942
City St. Louis, Mo.

WAR SHIFTS IN PERSONNEL REQUIREMENTS IN OFFICES AND STORES

1. Business Banking

2. Firm Name First National Bank 3. Address 323 N. Broadway, St. Louis, Mo.

4. Persons interviewed and positions Mr. W. C. Strauss, & Mr. O. F. Schweer Ass't Cashiers in charge of Personnel & Payroll.

5. Persons employed:

	Scheduled date Fall, 1940 Men	Women	T.	October 1942 Men	Women	T.
Office clerical, prof., adm.	483	136	619	368	352	720
Sales						
Maintenance						
Other						

6. Number men lost from October 1940 to October 1942:
For Armed Services 90 from total payroll (75 from office) Other reasons Too many to keep track of
Youngsters under 25 yrs. old, mostly to defense plants.

7. Number men expected to leave: Remainder of 1942 No idea In 1943 No idea

8. Extent to which war has affected business operations since January 1942: Some increase in volume of business, but not as much as indicated by increase in personnel, because it takes more people to do same amount of work when a large number lack experience of those gone.

9. Resultant effect on:

	Numbers Added	Dismissed	Occupations
Men Employees	12	0	Expansion has occurred mostly
Women Employees	89	0	in Transit & Distributing Depts.,
			but also some in Bookkeeping,

besides 10 (2 M. & 8 F.) who work entirely on War Bonds.

10. Men's occupational vacancies since October 1940:

Vacancies Job No.	Occupations	Rate of pay	Rate of pay of job filled by: Advancement of employee in office Men	Women	By outside employee: Experienced Men	Women	Beginners Men	Women
2	Bkkeeping mach. op.	80-100 per month	Same					
8	" "	"		"Same,	where they	do same	work"	
50	Transit clerks Distributing "	70-75						65-75
15	Miscellaneous	N.R.	Replaced promoted.	by roughly With 30	3 M. depts. in	promoted bank	& 12 F. can't take	at least half of wh time to teach

11. Would firm be interested in experienced women displaced in other goods industries? Yes, would be glad to get older, experienced F. Have already hired some with department store experience, & have some older F. in "responsible" jobs where

12. Post-war outlook for business "That's any man's guess. Of course many of the men who went to war won't come back to bank jobs. They'll have different interests."

13. No part-time workers. "Not practical in a bank which is not run on factory production lines."

WB - 42-137

Comments on Women as workers

10. down further. Did not put in F. until they had to, mostly within last 6 months. Much absenteeism among them — mostly younger ones. Don't do anywhere near as much work as M. before them, but admit that part of this is due to lack of experience.

11. been with the bank for years. Obviously a higher age level in this bank than in the others visited. Still get a good many applicants, tho' not of as good quality as in pre-war days. Some from U. S. E. S.

Women's Bureau
U. S. Department of Labor
Washington

Agent R. A. Wunder
Date 11 Dec., 1942
City St. Louis, Mo.

WAR SHIFTS IN PERSONNEL REQUIREMENTS IN OFFICES AND STORES

1. Business Banking

2. Firm Name Federal Reserve Bank 3. Address 411 Locust St., St. Louis, Mo.

4. Persons interviewed and positions Mr. Willis Johns, Ass't Personnel Dir.; Mr. H. H. Weigel, Personnel Dir.

5. Persons employed:

	Scheduled date Spring 1941 Men	Women	T.	October 1942 Men	Women	T.
Office clerical, prof., adm.	270	180	450	226	420	646
Sales						
Maintenance						
Other						

6. Number men lost from October 1940 to October 1942:
For Armed Services 80 from total personnel (71 from office staff) Other reasons unknown

7. Number men expected to leave: Remainder of 1942 unknown In 1943 Recent survey, to forecast needs, shows possibly 80 to go.

8. Extent to which war has affected business operations since January 1942: Great expansion, in 1942, especially in Fiscal Agency Div., handling War Bonds—personnel there gone from 50 to 200.

9. Resultant effect on:

	Numbers Added	Dismissed	Occupations
Men Employees			Expansion especially in F. bookkeepers, typists & stenographers.
Women Employees			

10. Men's occupational vacancies since October 1940:

Vacancies Job No.	Occupations	Rate of pay per month	Rate of pay of job filled by Advancement of employee in office Men	Women	By outside employee Experienced Men	Women	Beginners Men	Women
1	Sr. audit clk	150			175			
2	Adding mach. op.	75					75	
3	Sr. clerks	150-175		150-175				
5	Office boys	65					"Page girls" 65	
18	Money counting	80-110		80-100				
42	Jr. clerks	75-100	(est) 14	~~85~~ 75-100				(est) 3 75 ~~8~~ Miss Wunder

11. Would firm be interested in experienced women displaced in other goods industries? Already using older F. in War Bonds, good at table or desk job, alphabetizing, filing & keeping records. Have at least a dozen, 35-50 years old, & there's no turn

12. Post-war outlook for business "Nobody knows, but probably plenty to do to keep busy over"

13. Started as an experiment 4 weeks ago employing 6 F. high school students part time 4-7 P.M., @ 40¢ per hr. for outgoing mail in check collection dept. Hasn't been going on long enough to judge adequately, but has not added much to over head.

WB -142-137

10. Review every month or two, especially employees earning $100 per month or less, in order to promote.

11. over among them. Chief need is for quick workers in check collection dept. which handles 150,000-200,000 checks per day. That dept. open from 7 A.M. to 7 P.M., employees on staggered 8 hr. schedule, beginning from 7-10 A.M. F. do not stand up to pressure of this work, with emphasis on speed and accuracy of money balance, as well as M., & tho' F. have been working there a year or more, it still takes more F. to do work of M. F. get rattled when necessary to push volume, on sorting & adding machine. Most in this dept. get $85-100 per month.

Women as Workers

Women's Bureau
U. S. Department of Labor
Washington

Agent S.A. Wruder
Date 9 Dec., 1942
City St. Louis, Mo.

WAR SHIFTS IN PERSONNEL REQUIREMENTS IN OFFICES AND STORES

1. Business Banking

2. Firm Name Mercantile Commerce 3. Address 721 Locust St., St. Louis, Mo.

4. Persons interviewed and positions Mr. Ganser, Ass't Personnel Mgr.
(Mr. Curry, Personnel Director, out of town)

5. Persons employed:

	Scheduled date Fall Nov 1940 Men	Women	T.	October 1942 Men	Women	T.
Office clerical, prof., adm.	387	151	538	246	293	539
Sales						
Maintenance						
Other						

6. Number men lost from October 1940 to October 1942:
For Armed Services 77 from total payroll (63 from office) Other reasons unknown

7. Number men expected to leave: Remainder of 1942 unknown In 1943 unknown

8. Extent to which war has affected business operations since January 1942: Almost a 30% increase in business but only 1 of 6 working exclusively on War Bonds had to be added to staff. *Since 1940 have been streamlining work with new International Business Machines (1 machine sorts, lists & calculates). over

9. Resultant effect on:

	Numbers Added	Dismissed	Occupations
Men Employees	—	—	* See 8. above.
Women Employees	1	—	To work on War Bonds, along with 5 others transferred to this work.

10. Men's occupational vacancies since October 1940:

Vacancies Job No.	Occupations	Rate of pay	Rate of pay of job filled by Advancement of employee in office Men	Women	By outside employee Experienced Men	Women	Beginners Men	Women
2	Tellers	140	135					
1	Jr. Analyst clk	130				135		
1	Trader in bonds	130				125		
18	Assistant clks	85-105		85-105				
31	Jr. clerks	65-75						65-75
10	Bell boys	60-65						Page girls - 60-65

Can't break down Ass't clks & Jr. clks into further detail without taking too long

11. Would firm be interested in experienced women displaced in other goods industries? Yes, if experienced & can pass physical & clerical tests. For most part, however hire new, young, inexperienced F. & train. Still many applicants. Some

12. Post-war outlook for business Hopeful, but it's anybody's guess.

13. No need for part-time workers.

WB - 42-137

8. Also made job studies & classifications, with point ratings for each job and established wage range for each classification. Employees very interested and most cooperative. Same wage range for F. as for M. Review individual's work every 2 or 3 months and promote. Line of promotion from Jr. clerks, to Ass't clerks, to Sr. clerks, to Commercial clerks (includes tellers & others who deal with customers).

10. much time, because especially among Jr. clerks replacement of individual who went into armed service has been made more than once, as is true in most business firms. Youngsters who get training often soon go to defense plants as "experienced," and get $40-50 per month more. Keeping up with today's duties more important than making statistical analysis of past. In peace times it was interesting to do that. Now must focus on getting more work done with fewer people because defense plants naturally have first claim on workers. Now have 2 F. in training in money
Training cage, $100-125 per month, start counting money, must be able to detect counterfeits. Promotions from this cage, especially from payroll work, to teller. "Page girls" doing better than "bell boys,"
Women as Workers less fooling, less taking time out to smoke.

11. also from U.S.E.S. and direct from school. Brightest, most ambitious Page girls encouraged to go to night school. If they learn typing & adding mach. op., can be promoted fast. If good, get first promotion in 2 or 3 months.

Women's Bureau
U. S. Department of Labor
Washington

Agent S. A. Wunder
Date 8 Dec., 1942
City St. Louis, Mo.

WAR SHIFTS IN PERSONNEL REQUIREMENTS IN OFFICES AND STORES

1. Business Banking

2. Firm Name Mississippi Valley Trust Co. 3. Address 225 N. Broadway, St. Louis

4. Persons interviewed and positions Mr. Ralph Brown, Personnel + Advertising Mgr., + Paymaster

5. Persons employed:

	Scheduled date Oct. 1940 Men	Women	T.	October 1942 Men	Women	T.
Office clerical, prof., adm.	299	101	400	200	220	420
Sales						
Maintenance						
Other						

6. Number men lost from October 1940 to October 1942:
For Armed Services 62 from total personnel, 50 from office workers Other reasons Unknown, but a high turnover among younger men.

7. Number men expected to leave: Remainder of 1942 Unknown In 1943 Unknown (over

8. Extent to which war has affected business operations since January 1942: Increase in volume, 20-25% in deposits, but not much increase in loans, so total volume not so great as it seems. If "ration banking" goes into effect bank will have to add probably, or transfer, some workers to handle "ration coupon ac- (over

9. Resultant effect on:

	Numbers Added	Dismissed	Occupations
Men Employees	3	0	1 Office boy, 2 adding machine op.
Women Employees	17	0	2 Office girls, 2 typists, 5 adding machine operators, 2 transit clerks + 6 who work only on war bonds. No more young M. being hired now.

10. Men's occupational vacancies since October 1940:

Vacancies			Rate of pay of job filled by					
			Advancement of employee in office		By outside employee			
					Experienced		Beginners	
Job No.	Occupations	Rate* of pay	Men $	Women per month	Men	Women	Men	Women
5	Gen'l clerks, Trust dep.	115-127^{50}	125-135	(Older M., including 1 of 62 yrs., in country bank in youth)				
7	Transit clerks	67^{50}-75^{00}		72^{50} 80				
9	" "	60-67^{50}						65-72^{50}
1	Route clerk	75	75					
13	" clerks	70		70				
2	Bkkpg. mach. op.	90	90					
5	" "	85-90		90				
8	Sorters	70-80		5 @ 80^{00}				3 @ 60^{00} (over

11. Would firm be interested in experienced women displaced in other goods industries? (over
Yes, if experienced + able to pass clerical tests. Firm has taken recently both older M. + F., including 1 M. above in 10, and 1-70 yr. old M. coupon room attend- (over

12. Post-war outlook for business Can only hope

13. 1 Part time mail clerk, every day from 3 to 6 P.M. - college boy. Have had this a long time. Work well without adding to overhead because job is simple. "Would not be practical to have part-time workers on most jobs."

WB - 42-137 * 8% cost of living bonus must be added.

7. "Try to build up a little reserve, and first thing you know, it's shot to pieces. Probably won't be much affected by draft; not many young men left."

8. counts" which will be opened by wholesalers + retailers.

10. 8% cost of living bonus is paid in addition to wage scale quoted over. All new employee replacements are hired "for the duration," but Mr. Brown thinks many men who formerly worked in banks will not be content to return to routine work there after war, and that percent of women will remain permanently much higher than in pre-war years.

11. aut in safe deposit dept. Older F. especially good as file clerks in Statement Dept., careful. For machine operations, however, prefer training young high school graduates whom they train. U.S.E.S. has also been helpful, and firm has numerous applicants coming in — 4 while I was there. If "ration banking" goes into effect, firm may not have enough personnel whom it can transfer; may have to add a few.

Women's Bureau
U. S. Department of Labor
Washington

Agent S. A. Wunder
Date 14 Dec., 1942
City St. Louis, Mo.

WAR SHIFTS IN PERSONNEL REQUIREMENTS IN OFFICES AND STORES

1. Business Insurance

2. Firm Name American Automobile Ins. Co. 3. Address 112 N. 4th St., St. Louis, Mo.

4. Persons interviewed and positions Mr. Garland Brown, Sec'y

5. Persons employed:

	Scheduled date Fall, 1940 Men	Women	T.	October 1942 Men	Women	T.
Home office, St. Louis: Office clerical, prof., adm.	166	164	330	122	175	297
Sales						
Maintenance						
Other						

6. Number men lost from October 1940 to October 1942:
For Armed Services 155 from total personnel of 1300 Other reasons unknown

7. Number men expected to leave: Remainder of 1942 unknown In 1943 unknown

8. Extent to which war has affected business operations since January 1942: A 10% drop in volume, would have been greater except that company has begun to carry general liability and compensation insurance to take up the slack in automobile insurance. Drop may be greater in 1943.

9. Resultant effect on:

	Numbers Added	Dismissed	Occupations
Men Employees			A 10% drop in home office staff; automobile claims department practically closed down, but workers transferred to other work — much clerical work for War Bonds + government reports.
Women Employees			

10. Men's occupational vacancies since October 1940:

Vacancies			Rate of pay of job filled by: Advancement of employee in office		By outside employee: Experienced		Beginners	
Job No.	Occupations	Rate of pay per month	Men	Women	Men	Women	Men	Women
2	Underwriters					"Higher rate than M. were getting because necessary to get experienced F., + market wage rate is up."		
3	Accounting bookkeepers							
Many	Code clerks	$65-85						65-85
"	File "	" "						" "

"Mr. Brown said he could not break down in detail + would not ask busy department heads to make up statistics which they have been forced to give up, because too busy keeping up with today's demands. Friendly but decided."

11. Would firm be interested in experienced women displaced in other goods industries? Yes, if their experience is recent. Already have hired some in their 40ies, steady, doing better than had hoped for at filing. On the whole slow but

12. Post-war outlook for business Ought to be a marked increase.

13. No way of using part time workers

WB - 42-137

10. Replacement has been almost entirely by F., mostly however in beginning jobs, which they have filled with students just out of high school, who go to defense plants as soon as "experienced. A high turnover among F. stenographers, $85-$100+.

11. accurate, and satisfactory on jobs not requiring speed or pressure.

Women's Bureau
U. S. Department of Labor
Washington

Agent S. Z. Wunder
Date 10 Dec., 1942
City St. Louis, Mo.

WAR SHIFTS IN PERSONNEL REQUIREMENTS IN OFFICES AND STORES

1. Business Insurance

2. Firm Name General American Life 3. Address 1501 Locust St., St. Louis

4. Persons interviewed and positions Ralph A. Nelson, Director of Personnel

5. Persons employed:

	Scheduled date Fall - 1940 Men	Women	T	October 1942 Men	Women	T.
Office clerical, prof., adm.	178	268	446	138	299	437
Sales						
Maintenance						
Other						

6. Number men lost from October 1940 to October 1942:
For Armed Services 24 from total personnel (19 from office) Other reasons Unknown, but a number gone to Railroads, Pub. Utilities & Defense

7. Number men expected to leave: Remainder of 1942 Unknown In 1943 Unknown

8. Extent to which war has affected business operations since January 1942: Decrease in business, especially underwriting (M. who go into armed services no longer take out life insurance, get plenty from U.S. Government), and loans, both on mortgages & on policies, but little decrease in clerical work.

9. Resultant effect on:

	Numbers Added	Numbers Dismissed	Occupations
Men Employees			Slight reduction, taken care of
Women Employees			by voluntary terminations.

Also sortograph, mimeograph & modern tabulating machines eliminate much work connected with reports.

10. Men's occupational vacancies since October 1940:

Vacancies 19			Rate of pay of job filled by					
			Advancement of employee in office		By outside employee			
					Experienced		Beginners	
Job No.	Occupations	Rate of pay per month	6 Men	4 Women	2 Men	Women	2 Men	Women 5
1	Dictaphone op.	175	200	(3 Total dictaphone, 2 moved up, + Covert replaced by F.)				
1	Actuarial student	125		115 (A teacher, in training)				
1	Lawyer	Not replaced						
1	Bookkeeper	85		85				
1	Invest. auditor	200	200					
1	Correspondent	140			125			
1	Agency "	200	200 Transferred					
1	Office boy	70					75	

Training

11. Would firm be interested in experienced women displaced in other goods industries? Yes, if they can pass physical & clerical tests. Always refund to employees balance left from group insurance, hospitalization funds etc., & firm does not want to cut (Over) (Over)

12. Post-war outlook for business Probably some increase tho' not a great deal.

Training pt. time
13. 1 Part time student, 2-5 P.M. filing & mailing, simple jobs that can hang over. Won't take on any more unless forced into it. Pay 40¢ per hour.

WB - 42-137

Occupation	Rate $ per month	Advancement of Men	Advancement of Women	Outside employee Experienced Men	Outside employee Experienced Women	Outside employee Beginners Men	Outside employee Beginners Women
		3	2	1			
10. ✓ 1 Claims acct clk	110	——	——	——	——	80	
✓ 1 Junior accountant	150 ✓	——	——	150			
Training ✓ 1 Tabulating mach. op.	90	80	(Now 2 F. in training, @ $85, as this boy may go.)				
✓ 1 Head, claims unit	250	175 (His assistant, for duration only.)					
1 Gen'l clerk	125	Not replaced					
1 Mortgage loan service man	200	"	"				
✓ 1 Accounting clk	150	——	130				
✓ 1 Ass't head mail clk	90	75					
1 Underwriter	200	Not replaced					
1 Claim investigator	225	"	"				
Training ✓ 1 Students in training	70-80	At first replaced by F. @ same rate, but now no time for training course. Put right to work on job.					
✓ 1 Sr. clk, proof dept.	125	——	120 (Had been getting $15 less)				

11. into this any more than absolutely necessary. Older F. at filing desk work, prove steady & accurate. A number of older F. supervisors, long in firm's employ, too staid & conservative, had a time teaching them how to handle new, young employees. It was so long since they had had to break in any one. Greatest need is for tabulating machine operators & stenographers, but can develop these from key punch op. & typists. Had 90 answers, mail, to 2 ads for filing & typing jobs — Ten Cent Stores, Beauty Parlors, & Factories. Always give clerical tests, but what today's young applicants need most is to learn "how to work with other people in an office."

Women's Bureau
U. S. Department of Labor
Washington

Agent S. A. Wunder
Date 12 Dec., 1942
City St. Louis, Mo.

WAR SHIFTS IN PERSONNEL REQUIREMENTS IN OFFICES AND STORES

1. Business Insurance

2. Firm Name Mutual Savings Life Insurance Co. 3. Address 3207 Washington Blvd., St. Louis, Mo.

4. Persons interviewed and positions Mr. Gordon P. Henderson, Secretary

5. Persons employed:

	Scheduled date Nov., 1940 Men	Women	T.	October 1942 Men	Women	T.
Office clerical, prof., adm.	24	36	60	16	38	54
Sales						
Maintenance						
Other						

6. Number men lost from October 1940 to October 1942:
For Armed Services 7 from office Other reasons 3 correspondents to defense, plus a few others

7. Number men expected to leave: Remainder of 1942 unknown In 1943 unknown, but not many, mostly older M.

8. Extent to which war has affected business operations since January 1942: Marked decrease in business since young men who go into armed services don't take out life insurance, & the back bone of their business is thus gone. This firm is result of consolidation over many years of 8 or 9 companies, & must

9. Resultant effect on:

	Numbers Added	Dismissed	Occupations
Men Employees			Some decrease in total personnel,
Women Employees			several simply not replaced,

especially correspondents whose work has been taken over by officers, because must be done by experienced people who know case histories of policy (over)

10. Men's occupational vacancies since October 1940:

Vacancies			Rate of pay of job filled by Advancement of employee in office		By outside employee Experienced		Beginners	
Job No.	Occupations	Rate of pay per month	Men	Women	Men	Women	Men	Women
1	Messenger	65						65
1	Mail clerk	85		85				
3	Gen'l clerks	75-100		75-100				
1	Accounting clk	100		100				
1	Actuarial clk	110		125				

An established wage range for each job regardless of whether held by M. or F.

11. Would firm be interested in experienced women displaced in other goods industries? Yes, if experienced dictaphone operators who can pass physical tests. Also experienced punch card operators. But chief need is for few dependable, husky

12. Post-war outlook for business Hope for some improvement

13. Part time work is all right in factories, but not satisfactory in insurance companies where so much work is based on individual case histories of policy holders, almost never any two alike.

WB - 42-137

8. keep faith with policy holders whose policies were figured 30-40 years ago on basis of giving them 3½% interest, for firms counted on netting 5-5½% interest, leaving margin of 2-2½% to cover operating expenses. Now net only 2½% from War & other government bonds; nothing from real estate firm owns because of depreciation & maintenance, & ceilings on rentals; & so have made many economies so as to continue payment of 3½% interest to policy holders. Mortgage loans & policy indebtedness depts. reduced, workers transferred.

9. holders for years back. "It takes about 10 years to develop a good correspondent."

11. young messengers and mail clerks for heavy or responsible jobs they hesitate to give F. - like taking money to bank or bringing payroll from there, & taking heavy mail sacks to Post office. Just can't compete for husky messengers, to whom they pay $75- per month, 16 year old boys usually, when ordnance starts them @ $120 per month and railroads pay them $130 per month.

Women's Bureau
U. S. Department of Labor
Washington

Agent S. G. Wunder
Date 2 Nov., 1942
City St. Louis, Mo.

WAR SHIFTS IN PERSONNEL REQUIREMENTS IN OFFICES AND STORES

1. Business Communications

2. Firm Name Southwestern Bell Tel. Co. 3. Address 1010 Pine St., St. Louis, Mo. (Regional Office for Kansas City)

4. Persons interviewed and positions Mr. G. P. Gephart, Vice-president
Mr. W. G. Mueller, General Personnel Supervisor

5. Persons employed:

	Scheduled date Oct., 1940 Men	Women	~~October~~ Nov. 1942 Men	Women
Office clerical, prof., adm.				
Sales				
Maintenance				
Other				

6. Number men lost from October 1940 to October 1942:
For Armed Services 1036 Total personnel Other reasons

7. Number men expected to leave: Remainder of 1942 ______ In 1943 ______

8. Extent to which war has affected business operations since January 1942: Outside sales, of extensions etc., have been eliminated, and also most of construction work. Former transferred to office vacancies as far as possible and construction men transferred to Government work. Volume of business much increased by Gov't calls.

9. Resultant effect on:

	Numbers Added	Dismissed	Occupations
Men Employees		0	Transfers as noted in #8.
Women Employees		0	Company policy to promote

from within, and to transfer from curtailed depts. to busy ones. Training In transferring (or promotion) usually 3-6 months' training needed. See #8.

10. Men's occupational vacancies since October 1940:

Vacancies Job No.	Occupations	Rate of pay	Rate of pay of job filled by Advancement of employee in office Men	Women	By outside employee Experienced Men	Women	Beginners Men	Women

11. Would firm be interested in experienced women displaced in other goods industries? If there were good typists or billing machine operators, yes, since need for them is greatest. No other likely needs for some time to come, due to policy of promotions.

12. Post-war outlook for business Who knows? If only knew the answer to that, could quit tomorrow, would be in demand by whole world.

WB - 42-137

DEPARTMENT OF LABOR

Miss Spring:

Miss N. said, "Thru mis-understanding other data were not secured. Time lapse was too great to make second call."

L. Wendt

No. 204

GPO

Copy

Women's Bureau
U. S. Department of Labor
Washington

Agent S. R. Wunder
Date 2 Nov., 1942
City St. Louis, Mo.

WAR SHIFTS IN PERSONNEL REQUIREMENTS IN OFFICES AND STORES

1. Business Communications (Regional Office, covering Kansas City)

2. Firm Name South Western Bell Tel. Co. 3. Address 1010 Pine St., St. Louis, Mo.

4. Persons interviewed and positions Mr. G. P. Gephart, Vice-president
Mr. W. G. Mueller, General Personnel Supervisor

5. Persons employed:

	Scheduled date Oct., 1940 Men	Women	October 1942 Men	Women
Office clerical, prof., adm.				
Sales				
Maintenance				
Other				

6. Number men lost from October 1940 to October 1942:
For Armed Services 1636 Other reasons

7. Number men expected to leave: Remainder of 1942 In 1943

8. Extent to which war has affected business operations since January 1942: Outside sales of extensions etc., have been eliminated, and also most of construction work. Former transferred to office as far as possible, and construction men transferred to Government work. Total volume of business much increased by Government calls.

9. Resultant effect on:

	Numbers Added	Dismissed	Occupations
Men Employees	?	0	Transfers as noted in #8. Company policy to promote from
Women Employees	?	0	

within, and to transfer from curtailed depts. to busy depts. See #8. In transferring & promotion usually 3-6 months' training needed.

10. Men's occupational vacancies since October 1940:

Vacancies			Rate of pay of job filled by					
			Advancement of employee in office		By outside employee			
					Experienced		Beginners	
Job No.	Occupations	Rate of pay	Men	Women	Men	Women	Men	Women

11. Would firm be interested in experienced women displaced in other goods industries? If there were good typists or billing machine operators, yes, since need for them is greatest. No other likely needs for some time to come, due to policy of promotion.

12. Post-war outlook for business Who knows? If only knew the answer to that, could quit tomorrow, would be in demand by whole world.

Women's Bureau
U. S. Department of Labor
Washington

Agent C. G. Hager
Date 12/7-15 (off & on) 1942
City St. Louis Mo.

WAR SHIFTS IN PERSONNEL REQUIREMENTS IN OFFICES AND STORES

1. Business Railroad Transportation -

2. Firm Name Mo. Pacific R. R. (main office) 3. Address 13th & Olive sts.

4. Persons interviewed and positions (over) 1

5. Persons employed: (over 2)

	Scheduled date Oct 1940 Men	Women	October 1942 Men	Women
Office clerical, prof., adm.	519	143	611	170
Sales				
Maintenance				
Other				

6. Number men lost from October 1940 to October 1942: + 1 Waac -
For Armed Services 79 Other reasons 12

7. Number men expected to leave: Remainder of 1942 — In 1943 1942 15-20 (perhaps)

8. Extent to which war has affected business operations since January 1942: Business has increased tremendously - a conservative figure would be - 25% increase. Every office in the bldg has had an increase in force. The more business handled = more reports - more tickets, more waybills. all of this (over 3)

9. Resultant effect on:

	Numbers Added	Dismissed	Occupations
Men Employees	See 39	None	
Women Employees	page 1-2 26		

10. Men's occupational vacancies since October 1940:

Vacancies Job No.	Occupations	Rate of pay	Rate of pay of job filled by: Advancement of employee in office Men	Women	By outside employee Experienced Men	Women	Beginners Men	Women
			8	12			8	26
		See Sheets 3 & 4 -						

11. Would firm be interested in experienced women displaced in other goods industries? No - Co has the usual seniority rule - and so promote from within - Has never experienced - scarcity of labor. has a good file of applicants & (see page 5)

12. Post-war outlook for business Co. plans to take back all who have left service for armed forces. Co. is doing a certain amt of planning for post war business. Co always keeps a long range of view - couldn't afford to look at the present only -

WB - 42-137

4 $\overset{1}{\checkmark}$. Mr. M. C. Coad - asst chief of Personnel -

Mr. J. Schlessinger - office mgr - operating dept -

Miss Droste - Pay roll clerk - operating dept -

Mr. B. W. Tremayne, office mgr - Traffic dept -

Mr - Green
Mr - Fyfe
Mr - Miller
} Pay roll clerks in traffic dept -

Mr. C. D. Peete, asst chief - accounting & financial dept -

Mr - O'Shea - chief clerk of largest div. of acctg dept -

(Inf given by above & put together by C. S. H)

5 $\overset{2}{\checkmark}$ -

This no. represents the operating and traffic dept - + about 1/2 of the accounting dept - This is a representative group of the true office worker, the depts such as legal, claims, tax, asst secretaries & executives were omitted - Had expected to take the entire acctg dept - but this proved to be an unheard of time consuming job (would have had to see 8 more pay roll clerks) so gave it up. Mr O'Shea who has nearly 1/2 of the acctg dept. employees says that this is a good sample of the acctg. dept & of the whole co - as all follow the same plan -

8 $\overset{3}{\checkmark}$ makes more detail office work - much interline work due to troop movements - Long haul freight etc - Most all Govt. agencies (especially O. D. T.) has asked for more reports - sends O. D. T. 1 special report by telegraph - each day before 10:00 a.m. (cont on page !)

8-3 (cont)

In addition to the tremendous Govt. business, the R.R. is doing every thing to keep their old business. - Passenger Solicitors are now also riding troop trains to facilitate the movement of troops - The rail road is taking care of this increase in business largely by absorption + an increase in the force in the most vital spots -

9 - Jobs added on -

Operating dept - (only 2 divisions of operating dept - have definite seniority rule, however all more or less abide by it)

1 Male Stenographer - Had worked on the line - exp 48 yrs old.

1 female Stenog - Transferred from a job in co. to this new job. exp in co 17 yrs. - 52 yrs old.

1 Male fuel distributor - Had been in co. but not on this work - (exp - in co. 20+ yrs) 53 yrs old -

2 Male travelling agents - In co. for period of yrs. exp. both middle age -

4 Male time checkers - outside men - exp - all past middle age -

1 Male clerk - Transferred from another div. of R.R. exp. middle age.

In addition have added 1 job filing + mailing - employed a new inexperienced boy at first, but now replaced by a girl - (see replacement)

Also added 2 male typists
2 male Steno clerks
9 clerks -
} all young + inexperienced beginners, these 13 have now recently been replaced by girls (see replacements)

9 - Jobs added on - (cont)

Accounting Dept. - Here seniority rules hold in all detail -

1 Male travelling inspector - experienced (tho not in co) past 45 yrs.

8 male clerks - experienced (tho not in r. r. work) from 39-45 yrs -

4 female key punch op. (exp in co.) from 25-30 yrs old -

3 way bill filers + office boys - new + inexperienced - 18-19 yrs old.

Traffic Dept -

4 Male clerks - young men - exp. in co. service -

1 ✓ female - minor clerical work - young inexperienced - not in co.

45 new office jobs added on

39 men

6 women

Mo. Pacific - St. Louis -

10 - Replacements -

Operating Dept -

2 report clerks - replaced by promotion of 2 females - (38-40 yrs old) Same salary -

2 Messengers - (inside) " " 2 females - from outside of co. 18-19 yrs old - Same salary -

1 Steno clerk - " by female - promotion in co - Same salary 125.00 per mo - about 30 yrs old.

1 clerk - replaced by female - promotion in co. Same salary $195.00 per mo - 40-42 yrs old -

1 filing + mailing " " " - new + inexperienced (out of co) Same salary 93.~~33~~ 34 per mo - 18 or so yrs old.

2 typists - replaced by new inexperienced girl - Same salary - 125.00 per mo - 20-22 yrs old -

2 Steno clerks " " " " " " " 135.00 per mo. 23-24 yrs old

9 clerks - " " " " " " " range from 110.-125.00 per mo - 18-22-24 yrs old -

=

Accounting

6 clerks - replaced by promotion in co 6 males Same salaries - (NR amts) ages from 35-40

1 " " " " " " 1 female Same Salary - 26 yrs old -

1 " " " " " " 1 " Same Salary 30 yrs old -

1 travelling inspector " " " " " 1 male Same Salary 40 or 50 yrs old -

8 way bill filers new inexperienced boys outside of co - Same Salary 18 or 20 yrs -

1 Supervisory - by promotion of male - Same Salary 45 + yrs old -

Traffic

10 Messenger, mail + minor clerks (1 job) replaced by 10 young inexperienced girls from outside of co - Same Salary 93.34 per mo -

Have 18 of above jobs that will shortly be switched over to female help - just as above) (continued on Page 4)

Replacements - (cont)

Traffic (cont)

			same		about
1	Male Steno -	replac'd by promotion of female-	Salary	155.00 per mo.	48 yrs old-
1	" "	" " " " "	"	155.00	45 yrs old
1	" "	" " " " "	"	"	47 yrs
1	" "	" " " " "	"	"	49 yrs-
1	" "	" " " " "	"	135.00	38 yrs old
1	" "	" " " " "	"	135.00	35 yrs old

11- cont.

access to more thru the R.R. Retirement Employment Division & thru the U.S.E.S. Many of these applicants may be employed and wanting to better themselves- (Co. does no pirating but will take an experienced employee under certain circumstances)- For Junior clerks or mail & file clerks, co. prefers young and inexperienced employees either in male or female- and with the cos. policy of advancing from within these are the jobs most usually open for new people- Co is however glad to get experienced men and women for certain jobs- These are usually older say 35-40 or so-

Co. does need rate clerks, these would be experienced men, long in railroad service- There are no female rate clerks- Have managed thus far by doubling up on jobs, working o'time etc-

---

Co. employs no part time people-

Has no jobs for which they would be satisfactory-

Women's Bureau
U. S. Department of Labor
Washington

Agent C. G. Hager
Date 12/7/42
City St. Louis Mo.

WAR SHIFTS IN PERSONNEL REQUIREMENTS IN OFFICES AND STORES

1. Business Manufacture, Purchase and Sale of Gas.
2. Firm Name Laclede Gas Light Co. 3. Address 1017 Olive St.
4. Persons interviewed and positions Mr. J. J. Barada Personnel Mgr.
Miss Helwig - asst to Mr. Barada
5. Persons employed:

	Scheduled date Oct 1940 Men	Women	October 1942 Men	Women
Office clerical, prof., adm.	300	170	212	176
Sales	25	—	0	—
Maintenance				
Other				

6. Number men lost from October 1940 to October 1942: (+ 1 WAAC)
For Armed Services 97 Other reasons "N.R." but not more than 8-10 or so.
2 + 3 men left from same job
7. Number men expected to leave: Remainder of 1942 ____ In 1943 Can't answer this. Co is fighting for deferments for a number that have been called & hope to reduce no. asked for.
8. Extent to which war has affected business operations since January 1942: closed up sales dept. (all men) no more sales of ranges, refrigerators & house heating units. However priority reports & various Gov't reports have increased office work. Tremendous increase in sale of gas to war industries. Many of these reports add to office work. "more work & lesser no. of people" (over 1)
9. Resultant effect on:

	Numbers Added	Dismissed	Occupations
Men Employees	None	None	The 25 salesmen were transferred about co. Large no given guard duty work at various stations in city.
Women Employees	2. (over 2)		

10. Men's occupational vacancies since October 1940:

Vacancies			Rate of pay of job filled by					
			Advancement of employee in office		By outside employee			
					Experienced		Beginners	
Job No.	Occupations	Rate of pay	Men	Women	Men	Women	Men	Women
1	Purchasing clerk	NR	Same as man holding job					
1	" "	NR						$10-15.00 per no less. Woman 30-35 yrs old
1	Coupon worker	NR				Same as man got. →	Woman 40 or so yrs old. This was night work & wanted an older woman	

11. Would firm be interested in experienced women displaced in other goods industries? Not particularly. Have to train for the work & so prefer to pick the employee suited to the job. Will take any one regardless of age if suitable for the job. Now we don't want anyone in a wheel chair, but age is no great factor here. Have had 3 (See note over)
12. Post-war outlook for business
No plans. Expect to take back those who have gone into the service but believe a large no will not want their jobs back. Thinks that many new jobs will open up - in this country & in other countries.

WB - 42-137

8^{1}✓ - Work has not only been doubled up but tripled + quadrupled - Formerly had a man safety director, a man head of Personnel, a man head of Employment - now 1 man heads up all 3 jobs, with 2 female assistants (new jobs). Heads of depts are working 6 days a week, and 3-4 hrs 4 nights a wk. (no o'time for other than dept heads) (agent would take above pressure of work with a grain of salt - as while agent was waiting in a.m. + p.m for Mr. Barrada, there was much pleasant conversation ~~with~~ between himself + visitors

2 supervisory replacements by women

2 heads of chemical dept that should have time for other things are having to do routine work, as can't get male chemists and place of work not suitable for females -

9^{2}✓ - added 2 female typist clerks - in personnel dept - inexperienced about 22 yrs old -

11^{3}✓ to kick around a little to get suitable employees, but no great difficulty - Formerly if asked for a steno would get 50-60 replies, now not so many, but usually enuf - May have to sell them the job a little more than formerly - (See note in 8 about chemists) - Not so long ago had engaged a typist (temp.) at 65.00 per mo. with automatic raises every so often to a certain no of yrs. She called back later to say that she had a job in one of the R.R. at $130.00 a mo. "needless to say I couldn't ~~talk~~ talk up the job to her"! Co. is union and jobs are bid on, so usually only the bottom jobs are left open for new people -

13

A - No part time would not suit -

B - could not use them anywhere - not necessary + of no advantage Would simply have 2 people doing the same job -

Women's Bureau
U. S. Department of Labor
Washington

Agent C. G. Hager
Date Dec 7th + 14 1942
City St. Louis Mo.

WAR SHIFTS IN PERSONNEL REQUIREMENTS IN OFFICES AND STORES

1. Business Generate + sell electric power

2. Firm Name Union Electric Co. of Mo. 3. Address 12th + Locust sts.

4. Persons interviewed and positions Mr. B. J. Mathis, Personnel Director.
Mr. C. B. Stortmont - Personnel Dept.

5. Persons employed:

	Scheduled date Men	Scheduled date Women	October 1942 Men	October 1942 Women
	801		894	
Office clerical, prof., adm.	570	231	566	328
Sales				
Maintenance				
Other				

6. Number men lost from October 1940 to October 1942:
For Armed Services 74 Other reasons 69

7. Number men expected to leave: Remainder of 1942 — In 1943 N. R. no. but not a great many more.

8. Extent to which war has affected business operations since January 1942: Discontinued the sales of refrigerators, lamps, stoves and all appliances - Laid off many sales people. Priorities has restricted all construction, also to some extent has cut down major repair work - minor repair work has increased by leaps + bounds (over) 1

9. Resultant effect on:

	Numbers Added	Numbers Dismissed	Occupations
Men Employees			
Women Employees	None	over 3	

10. Men's occupational vacancies since October 1940:

Vacancies			Rate of pay of job filled by					
			Advancement of employee in office		By outside employee			
					Experienced		Beginners	
Job No.	Occupations	Rate of pay	Men	Women	Men	Women	Men	Women
			See	attached sheet	sent in co.			

Co has union Scale of rates for each job so both male + female get Same rate of pay for job. Person being promoted to a new job is given the job rate.

11. Would firm be interested in experienced women displaced in other goods industries? No, co. is union, all jobs are filled by bidding with seniority rights. So most vacancies are filled from within, and new people come in, starting at 2 (over)

12. Post-war outlook for business No special plans as yet. Co. expects to take back all who have left. Thinks there will likely be an increase in this work as various restrictions are lifted. No doubt many new fields of industry and employment will open up, as developments come after the war.

8 ✓^{1} - all of this has affected office personnel to some extent, but by transferring and various curtailing of reports, etc have put workers on the busier desks. Due to priorities have many new reports, so have discontinued many old reports.

11 ✓^{2} (See 9 ✓^{3} below)

the bottom in the minor jobs. Both males + females are paid the same rate for the same work. So far has had no difficulty in getting employees, had a small ad in the paper of Dec 13th for clerk-typist. agent was in Personnel Dept. about 10:00 a.m on 12/14. and there were 8-10 young girls filling out application blanks. Co. formerly asked women to leave when they married, but no longer do this.

9 ✓^{3}.

There were from 50-75 Salesmen laid off - a few of these have been since put into various jobs in co. Many have been drafted. No other lay offs as clerical sales force was gradually absorbed.

12/28/42

UNION ELECTRIC COMPANY OF MISSOURI
ST. LOUIS CITY DIVISION
STATISTICS CONCERNING SHIFTS IN OFFICE PERSONNEL

	Men	Women	Total
No. of persons employed in office, clerical, prof. and admin. positions			
October 1940	570	231	801
October 1942	566	328	894
No. of men lost from October 1940 to October 1942 (total)	143	-	143
For armed services	74	-	74
For other reasons	69	-	69
No. of men's occupational vacancies filled since October 1940 (total)	251	48	299
By advancement of employes (total)	53	16	69
Mail, file, blue print and apprentice clerks	3	-	3
General clerks	9	3	12
Tracers	1	-	1
Bookkeepers m.o	4	13	17
Draftsmen	8	-	8
Accountants	11	-	11
Engineers	13	-	13
Supervisors	4	-	4
By experienced persons employed from outside (total)	51	1	52
Draftsmen	16	-	16
Accountants	16	1	17
Engineers	15	-	15
Supervisors	4	-	4
By beginners employed from outside (total)	147	31	178
Mail, file, blue print and apprentice clerks	64	14	78
General clerks	35	8	43
Tracers	11	-	11
Bookkeepers mo	2	-	2
Collectors	5	-	5
Accountants	18	9	27
Engineers	12	-	12

Women's Bureau
U. S. Department of Labor
Washington

Agent C. G. Hager
Date 12/8/42
City St Louis Mo.

WAR SHIFTS IN PERSONNEL REQUIREMENTS IN OFFICES AND STORES

1. Business Bus & street car Transportation

2. Firm Name St. Louis Public Service Co. 3. Address 3869 Park st.

4. Persons interviewed and positions Mr. Herman Wohler, Supt. of Employment (and several men in Personnel office)

5. Persons employed:

	Scheduled date Oct 1940 Men	Women	October 1942 Men	Women
Office clerical, prof., adm.	200	100	150	75
Sales				
Maintenance				
Other				

In first world war co. lost 750 of entire force to armed forces now only 123, due to age – of employees –

6. Number men lost from October 1940 to October 1942:
For Armed Services 8 Other reasons Rarely lose any – couldn't recall any –

Ave age of all employees = 50 yrs. over !

7. Number men expected to leave: Remainder of 1942 — In 1943 maybe 6 – based on new age limit. Very few to go –

3.5% 7-offices

8. Extent to which war has affected business operations since January 1942: War has increased business tremendously – Co. is reconditioning & putting 100 old double decker busses back into operation – "We're running every thing we've got nearly 100% of the time – In order to meet the transportation needs (over) ☞

9. Resultant effect on:

	Numbers Added	Dismissed	Occupations
Men Employees	None	None	
Women Employees			

10. Men's occupational vacancies since October 1940:

Vacancies			Rate of pay of job filled by					
			Advancement of employee in office		By outside employee			
					Experienced		Beginners	
Job No.	Occupations	Rate of pay	Men	Women	Men	Women	Men	Women
1	time table clerk	N R	in co long time			man in co long time – work divided up	(5.00 a mo less than man recd)	young girl
1	auditing clerks	N R	young & inexperienced				Same rate of pay	young boys –
1	" "	N R			"		" " " "	
1	" "	N R			"		" " " "	
1	Employment office clerk	N R	young & inexperienced				" " " "	young boys
1	" " "	N R					" " " "	" "
1	Engineer	N R			Same rate	(45 or 50 yrs old)		

11. Would firm be interested in experienced women displaced in other goods industries? No – Don't employ many women – can usually get friends of employees – all jobs must be bid on per union rules – Co. is having an almost steady stream of employees, some from defense industries who are wanting to get placed permanently – most of these are men but a goodly no.

12. Post-war outlook for business No special plans – Will watch the trend of the times and meet the needs of the day – all who want jobs back will get them when they return from the Service – + all seniority rights –

13-over on P.T.

6 1 - co. put in a new pension plan in Sept 1938 - now have 350 pensioners. This plan has made employees much more likely to remain in co - and as people get older, they don't move about so frequently -

8 2 While this has increased the office work - co. was overstaffed & so the slack is just about taken up -

1 yr ago, co. closed its print shop - Have all work done on contract, so contracting co. took most of the men, but no girls, so girls were brought into office & given various jobs that they could do - (4-5 girls)

Also more than 1 yr ago co. closed its claim dept - all claims are cared for by an insurance co. - The Insurance co. would take no one over 60 yrs, so had 3-4 men left (street car co. gave them various jobs -) There were 8 stenos (female) ranging in age from 30-45 insurance co. would not take them, so street car co. kept them on at same rates, put them in stenographic pool, which means that they had about 8 too many stenos - now co's business justifies these employees - but Mr. Russell, Pres. of co. said that no one was to be laid off or dismissed -

11 3 - of women & girls - Has a good file of applicants to draw from - co has had a little difficulty in finding young boys (20-22 yrs old) who can type & who are willing to work part time - These boys work in street car sheds & just don't have the suitable arrangements for girls - co. likes to take "youngsters" start them at the bottom & let them work up - co has a definite system of advancement -

---

A. (13) co. uses 12 young boys (must be able to type) for 3 hrs 4-7:00 p.m. 5 days per week to take record of street car accidents, & type them up for Ins. co. No noticeable effect on man hrs. but co. has done this over long period & so continue.

on overhead - too few - are lost in the total co -

Women's Bureau
U. S. Department of Labor
Washington

Agent C. G. Hager
Date 12/1/42
City Topeka Kansas.

WAR SHIFTS IN PERSONNEL REQUIREMENTS IN OFFICES AND STORES

1. Business Printing & Publishing - Daily & weekly publications.

2. Firm Name Capper Publishing Co. 3. Address 8th & Jackson Sts.

4. Persons interviewed and positions Mr. F. L. Ferris - Promotion Mgr. and on Gen'l Staff management.

5. Persons employed: (over) See note page 1.

	Scheduled date Oct 1940 Men	Women	October 1942 Men	Women
Office clerical, prof., adm.	435	301	390	270
Sales				
Maintenance				
Other				

6. Number men lost from October 1940 to October 1942:
For Armed Services 64 14,700 (Many of these not replaced) Other reasons N. R. but not many have left.

7. Number men expected to leave: Remainder of 1942 N. R. In 1943 N. R. exact but likely not a large proportion.

8. Extent to which war has affected business operations since January 1942: Big cut in business due to loss of national adv. and general curtailment in newspaper publication. Both National & local adv. dropped off tremendously. No cars, refrigerators, elec sweepers, Local adv dropped off in used cars (2 over)

9. Resultant effect on:

	Numbers Added	Numbers Dismissed	Occupations
Men Employees	None	13 (See page 2.)	Selling adv - 5, solicitors - 2, credit-man - 1, research - 2, bookkpr - 1, clerical - 2
Women Employees		13	Experimental & research - 3, Secy - 1, stenogs - 3 typists - 5, gen'l clerical - 1

10. Men's occupational vacancies since October 1940:

Vacancies: Job No.	Vacancies: Occupations	Vacancies: Rate of pay	Rate of pay of job filled by: Advancement of employee in office: Men	Advancement of employee in office: Women	By outside employee: Experienced: Men	Experienced: Women	Beginners: Men	Beginners: Women
						2	1	5
			See	Page	3.			

11. Would firm be interested in experienced women displaced in other goods industries? No, Co. is not interested in new employees either experienced or inexperienced. Co. is getting applications all the time from. (over)

12. Post-war outlook for business At present can't plan for more than 1 month at the time. Can't predict what the post war picture will be. "may be so different and so changed."

13 - over

5-^{1} Mr. Ferris worked these figures out carefully - (see note page 1 -)

8^2- real estate is not active, due to freezing of rents - local merchants are not holding up, so doing very little advertising -
Co. eliminated Household Searchlight dept, which does about the same work as Good Housekeeping Institute - (Employed 9-10 people in this) - Reduced force in every branch office - (Has large & small offices all over the country) cut out office forms, reducing work of typists - as business got tighter co. eliminated & doubled up jobs wherever possible - Mr. Ferris had 10 in his dept (Promotion) now has self & 1 girl -

11- artists, promotion mgrs, management, clerks, typists, editors, reporters, photographers - However co is not interested as they are not adding on, just doubling up - However, co. assumes that the best in all of these lines, are working - and that only the least desirable are out of work.

13 co. has for long time made use of part time reporter - H & M:- uses 1 part time reporter, male -

Hrs. vary - very irregular depending on assignment & time young man (college student can spare)

Fills in just the hours needed for this work -

No effect on overhead - couldn't be noticed in this large organization -

5- Re nos. Employed - P1 Capper Publ Co

In Oct. 1940 the Capper Publ Co. which publishes a daily paper & many weekly papers, had 435 men & 301 women employees and was operating alone. Then in 1941 it combined with the Journal a local paper, and the two operated as one for a short time. Then the editorial dept of the Daily Capital (the Capper Publ co paper) and the Journal were divided up, and both have independent editorial depts. While the T. N. P. C. (or The Topeka Newspaper Printing Corp) took over the handling of the classified ads, collections, press room, printing, composing, stereotype, mailing dept etc. or really the operating part of the two papers.) This was done as an economy measure. And there are at present about 30 newspapers over the country operating this way. This combining of papers and then reorganization makes it very difficult to give a true picture.

9- Not complete, but best could be recalled-

Promotion dept - Dismissed-

2 males - research work - 1-35-1.45 yrs old-
3 females - stenographers - 28-35 yrs old
2 " typists 20-24 yrs old
1 Male clerk & errand boy 18 " "

Household Searchlight Dept-

3 females experimental & research work - 40-45 yrs old-
1 Secretary female - 30 yrs old
3 typists " 25-28 yrs
1 Male - Solicitor or promotion work - 42 yrs old-
1 male asst " " " " 24 " "

Branch offices- (out of Topeka)

Every branch office reduced the office personnel, some male & some female - gen'l clerical workers, part of these were brought into Topeka office for awhile or transferred to other branches etc etc-

Advertising Dept-

2 or 3 men selling display adv- ages from 35-50
2 or 3 men " classified ads " " 30-40
1 male book keeper-

Circulation-

1 man - gen'l work - clerical 45 yrs old
1 woman " " " 38-40 yrs old-

9 - cont - Dismissals

1 credit man - 45+ yrs old -

Dismissals reported - 13 men and 13 women

10 - Vacancies

Jobs have been combined, and changed around, and lightened and doubled up till it was impossible to get information on this -

Replaced 3 male messengers, with 3 girls - young & inexperienced - about 18 yrs old - Recd same salary boys were getting

Replaced 3 male reporters with 2 women - from out of co. - experienced - about 10.00 a wk less than men got as duties were changed - ages about 40 yrs old -

and 1 p.t. college boy - inexperienced - Salary not comparable with other salaries - as only works on certain assignments - not nearly as much as female or other male reporters -

= Technological change

Co. put new machines in bindery dept. now 4-5 can do the work formerly done by 15 or 20 people -

"This" schedule should be absolutely correct - Mr. Volkert went over both 1940 + 42 payrolls very carefully and gave the information -

Women's Bureau
U. S. Department of Labor
Washington

Agent C. G. Hager
Date 12/5/42
City St. Louis Mo.

WAR SHIFTS IN PERSONNEL REQUIREMENTS IN OFFICES AND STORES

1. Business Newspaper Publishing -

2. Firm Name St. Louis Globe Democrat 3. Address 1133 Franklin St.

4. Persons interviewed and positions Mr. E. Lepp - auditor
Mr. E. A. Volkert - payroll clerk

5. Persons employed:

	Scheduled date 10/12/1940 Men	Women	Nov 7 ~~October~~ 1942 Men	Women
Office clerical, prof., adm.	147	110	134	124
Sales				
~~Maintenance~~ copy holders	6	-	6	
Other Reporters of local news	31	1	28	2

6. Number men lost from October 1940 to October 1942:
For Armed Services 49 33.3% Other reasons None

7. Number men expected to leave: Remainder of 1942 ——— In 1943 19 || This was counting men up to 45 yrs of age
No. will be cut in half at least now that age limit has been dropped - ||

8. Extent to which war has affected business operations since January 1942: Co. closed New York office - Tremendous lot of Nat'l adv - has been discontinued but so far this has not materially affected the office personnel - Subscriptions have increased tremendously - War news has made much greater sales of paper - 97,000 more people in St Louis (over)¹

9. Resultant effect on:

	Numbers Added	Dismissed	Occupations
Men Employees	see	1	Copy writer in adv. production about 30 yrs old
Women Employees	page 2	1	" " " " " " "

10. Men's occupational vacancies since October 1940:

Vacancies Job No.	Occupations	Rate of pay	Rate of pay of job filled by: Advancement of employee in office: Men	Women	By outside employee: Experienced: Men	Women	Beginners: Men	Women
1	hand book keeper	24.00 per wk		26.00	(woman about 35 yrs)			
2	" "	24.00 " "				young girls inexperienced		24.00 per wk
~~1~~	~~Spot writer~~	~~50.00~~	~~50.00~~	~~There were switched~~				
~~1~~	~~" "~~	~~50.00~~	~~50.00~~					
~~1~~	~~" "~~	~~50.00~~	~~50.00~~					

11. Would firm be interested in experienced women displaced in other goods industries? No - Co tries to get young inexperienced people - trains them and gives them a chance - Has had a little trouble getting typists as defense plants are paying more and there are no longer so many typists about as in former yrs - However have had no (over)²

12. Post-war outlook for business
No ideas on this - But probably a continuation of business with no spectacular changes -

13-[illegible] (P.T.)

WB - 42-137

8 i
and so the sale + circulation has increased, but so far the effect on the office personnel has been very slight -

11 2
real difficulty yet - and has been able to get good people so far - could resort to older women if necessary, but not yet necessary (older women = 40, 45 or more

(13)

1 a - co. made use of part time people as follows in 1940 and is continuing in 1942 (These are already included in totals of 40 + 42)

a - yes

Occupations	nos. 1940	- 42	(Sex)	Hrs perday	+ per WK.
ad takers in adv dept.	7	6	F	5 - 5 days a wk.	25
Tel op.	1	1	F	8 (works 8 hrs 1 Sunday)	8 { She is paid 4.00 for this
office boys	6	7	Male	4 hrs (5 days a wk)	20 hrs

The man hours are increased as shown above -

No increase in overhead - as they few people are absorbed in the large personnel - not enuf to make any change in payroll etc -

9 - Nos - added on

1	Woman	added	about 35 yrs.	experienced -	For gen'l work in Women's dept Principally Society items -
1	"	"	" "	"	Writing society items -
3	"	"	" 28-30 yrs	"	Research work in Nat'l Research dept.
3	girls	"	in early 20's -	"	Typing - in gen'l office -
2	girls	"	" " "	"	Typing + gen'l office in circulation dept.
1	Woman	"	about 35-40 yrs	(inexperienced in this work - but a qualified woman)	- Reporter of local news -

General -

Co has 2 less male editorial writers, 1 has been gone for some time not replaced - 1 has just left for the army, he may be replaced later. (likely with a man, if replaced)

Co. Switched 3 sports writers getting 50.00 per WK. to Sunday news work at same salary - This is not a replacement, but as sports news became less, co. built up their Sunday news -

Co. has not attempted to refill some of the Vacancies left by some men - Didn't need to, those left in the depts are doing the work nicely -

This paper is a member of the Guild, and rates are set on the job -

Women's Bureau
U. S. Department of Labor
Washington

Agent C. G. Hager
Date Dec. 8 - 1942
City St Louis Mo.

WAR SHIFTS IN PERSONNEL REQUIREMENTS IN OFFICES AND STORES

1. Business Newspaper Publication - Daily

2. Firm Name St. Louis Post Dispatch 3. Address 12th & Olive Sts.

4. Persons interviewed and positions Mr. B. J. Dietrich - Personnel Director

5. Persons employed:

	Scheduled date Oct 1940 Men	Women	October 1942 Men	Women
Office clerical, prof., adm.	278	84	264	94
Sales				
Maintenance				
Other Reporters	35	3 (feature writers)	35	3 {feature writers

6. Number men lost from October 1940 to October 1942:
For Armed Services 61 21.9% Other reasons 10

7. Number men expected to leave: Remainder of 1942 — In 1943 '42 34 Based on new age limit

8. Extent to which war has affected business operations since January 1942: Co. had a big loss in lineage in Nat'l adv. but had no effect on office work - as just as easy to handle a page ad as a few lines. Have had big increase in circulation (both Subscription & daily Sales) but not enuf to affect the office - No transfers as yet -

9. Resultant effect on:

	Numbers Added	Dismissed	Occupations
Men Employees	~~over~~ 2		
Women Employees	4	None (see note ↓)	2 billing mo. [illegible] 2 clks.

10. Men's occupational vacancies since October 1940:

Vacancies			Rate of pay of job filled by					
			Advancement of employee in office		By outside employee			
					Experienced		Beginners	
Job No.	Occupations	Rate of pay	Men	Women	Men	Women	Men	Women
1	pay roll clerk	35.00						20.00
1	" " "	28.00					3	20.00
1	" " "	25.00						20.00
1	accounting clerks	30.00				over)		20.00
1	" "	28.00			(See			20.00
1	" "	28.00						20.00
1	" "	25.00						20.00
1	" "	22.00						20.00
1	" "	20.00						20.00

11. Would firm be interested in experienced women displaced in other goods industries? Like employees from other papers but if not from other papers prefers young people ranging from 19, 25 & 30 - No real scarcity of labor - Sometimes wait 2-3 days for a suitable employee after calling the U.S.E.S.

12. Post-war outlook for business No definite plans Believes business will continue more or less as before the war - Expect to take back all who went to the service. Believes many new jobs will open up in the foreign countries & so doubts if all employees will want to return -

13 - [illegible] (P.T.)

WB - 42-137

9✓ – Due to Guild agreement – co is not allowed to dismiss, or reduce salary of anyone for sake of economy –

$9\overset{2}{\checkmark}$ – added

Females

2 billing mch operators – experienced – about 28-30 yrs old –

1 clerk = to sell war bonds & type – inexperienced – 22-25 yrs old

1 clerk – social security records. type + genl clerk inexperienced – 22-33 yrs –

Co's union set up is that billers, comptometer op + addressograph op. are experienced, if worked in other industries; clerks, typists, stenos etc must have worked on another paper of similar grade to be considered experienced –

$10\overset{3}{\checkmark}$ – Co. has certain set rates for 1st 3 yrs of service – (most of these men filling the jobs were young + in co. less than 3 yrs) – when in co. 3 yrs automatically go to $33.00 a wk – after that raises are more or less up to individual – Jobs were filled by young (20-22-23) inexperienced girls at the starting rate of the job – $20.00 will get the certain set raises as paid for the job (regardless of sex) –

13

A. Co. uses no part time employees –

B – Could use p.t. ad sales or P.B.X – maybe 1 or 2 on each job but would not be satisfactory – "and no reason for it" –

Could use them 4-5 hrs per day –

Would not effect the overhead –

The average yrs. of service in co. is 14 years –

Women's Bureau
U. S. Department of Labor
Washington

Agent C. G. Hager
Date 12/1/42
City Topeka Kansas

WAR SHIFTS IN PERSONNEL REQUIREMENTS IN OFFICES AND STORES

1. Business Commercial Printing - Job work etc. - Prints publications on contract -

2. Firm Name Capper Printing Co. - 3. Address 8th & Jackson sts. -

4. Persons interviewed and positions Mr. L. D. Merrilat - mgr. -

5. Persons employed:

	Scheduled date Oct 1940 Men	Women	October 1942 Men	Women
Office clerical, prof., adm.	3	2	2	1
Sales				
Maintenance				
Other Part time proof reader		1		1

6. Number men lost from October 1940 to October 1942:
For Armed Services 1 Other reasons None

7. Number men expected to leave: Remainder of 1942 None In 1943 None -

8. Extent to which war has affected business operations since January 1942: Considerable difference - Lots of accounts were closed up as men went into army & some companies went into bankruptcy. These are really irreplaceable. Has built the work up with a little defense work which in time will (over)

9. Resultant effect on:

	Numbers Added	Dismissed	Occupations
Men Employees		None	
Women Employees		1	Time Keeper - Married - 30 yrs or so old - has since gotten a job -

10. Men's occupational vacancies since October 1940:

Job No.	Vacancies Occupations	Rate of pay	Rate of pay of job filled by Advancement of employee in office Men	Women	By outside employee Experienced Men	Women	Beginners Men	Women
		None						

11. Would firm be interested in experienced women displaced in other goods industries? No - Experience in other industry would not be valuable here - If could find the right man for selling & estimating might replace the man (over)

12. Post-war outlook for business No plans - Thinks it's foolish to plan beyond a week, as things are now - Expected to pay taxes, and after that you may or may not stay in business -

13 - over (P.T)

WB - 42-137

8 ↓

go down - and again new work will have to be built up - Printing companies don't have so many accounts, so when one of any size is lost, it hurts badly - Probably lost 10% - Billing will be approximately what it was in 1940 - and in 43 should be up 20% over 1942 -

11 - who left, but no urgent need for him, and manager is at present doing most of this - Says ~~that~~ even no matter what the circumstances, it takes awhile to fill a vacancy of this kind - Have to have an individual who fits the needs -

⑬

Co. has for years used 1 part time female proof-reader. Work is planned, and she comes in when needed - a few hrs or 1/2 day or 1 day depending on the job -

Hrs vary depending on work to be done -

No effect on o'head -

9

Women's Bureau
U. S. Department of Labor
Washington

Agent C. G. Hager
Date 12/3/42
City St. Louis, Mo.

WAR SHIFTS IN PERSONNEL REQUIREMENTS IN OFFICES AND STORES

1. Business Printing - 90% is consumption printing - or printing of forms, tickets etc that is used up. Prints for railroads.

2. Firm Name Con P. Curran 3. Address 102 - So. 8th St.

4. Persons interviewed and positions Mr. N. E. Kerth - Secretary -

5. Persons employed:

	Scheduled date Oct 1940 Men	Women	October 1942 Men	Women
Office clerical, prof., adm.	26	12	26	14
Sales				
Maintenance				
Other				

6. Number men lost from October 1940 to October 1942:
For Armed Services 2 7.7% Other reasons None

7. Number men expected to leave: Remainder of 1942 ——— In 1942 1943 Possibly 5 more -

8. Extent to which war has affected business operations since January 1942: At least 25% increase in business - Larger orders so does not affect office to a great extent - This co. works for railroads + defense plants so thru this has increased the business - steady thru the yr. -

9. Resultant effect on:

	Numbers Added	Dismissed	Occupations not seasonal -
Men Employees	—		
Women Employees	2	None	(over) 1

10. Men's occupational vacancies since October 1940: See note 2

Vacancies			Rate of pay of job filled by					
			Advancement of employee in office		By outside employee			
					Experienced		~~Beginners~~	
Job No.	Occupations	Rate of pay	Men	Women	Men	Women	~~Men~~	~~Women~~
1	Secretary	110.00 per mo				100.00 per mo. -	(25 yrs old)	
1	Typist	90.00 " "				85.00	(20 yrs old)	
							1	

11. Would firm be interested in experienced women displaced in other goods industries? No. There are plenty of young ladies available - Likes to pick an individual for the job and then train them to cos. ways - Co. is afraid of some difficulty account of freezing of wages - as at present their top price for a steno 3 (over)

12. Post-war outlook for business Company's business is largely governed by R.R. transportation. So as aviation develops as it certainly will - for a period of time R.R.s will be competing with them - So Co. is anticipating good post war business. However, they believe that the bottom will drop out + prices + wage levels will all go down -

13-[illegible] (P.T)

WB - 42-137

9- $\overset{1}{\checkmark}$- added 2 girls

1- typist in Sales dept- $75.00 per mo inexperienced - young - This girl was in bindery dept - going to night school - so they knew she'd leave when her course was finished so when they needed a typist were glad to get her -

1- addressograph op- in Shipping dept- $70.00 per mo. young + inexperienced from outside of co.-

10 $\overset{2}{\checkmark}$- Expecting 4 males to leave soon for armed Forces - These will be replaced by young girls - (file clerks + stenogs.)

11 $\overset{3}{\checkmark}$ is 125.00 a mo - while defense plants are paying $150.00 to start - Is afraid they may lose some good employees on acct. of this so co. has written W.L.B. asking for a right to adjust this + some other rates - So far co. has been able to get good employees with no difficulty - Co. says that 4 large defense cos. 3 steel + 1 boat construction have just laid off most of their help - (These were largely laborers) about 2-3000 labourers.

(13)

Question A- None - Don't use part time employees -

Question B-

1- Could not use part time workers, as need trained people + it would not be possible to use them for few hrs per day - Finally said that might use a typist or bookkeeper - but would not be advantageous.

2- N.R. as not hardly possible to use part time workers.

3- a couple of employees would not noticeably increase the o'head -

Mr. Keith was very cooperative, but says they are reaching the point where they will have to quit filling out Govt questionnaires - They are being flooded with them -

Co. has offices in
New York, Chicago,
Cincinnati + St. Louis -

Women's Bureau
U. S. Department of Labor
Washington

Agent C. G. Hager
Date 12/3/42
City St Louis Mo.

WAR SHIFTS IN PERSONNEL REQUIREMENTS IN OFFICES AND STORES

1. Business Offset printing or Lithography - Really takes a picture + reproduces it -

2. Firm Name John S. Swift 3. Address 2100 Locust St -

4. Persons interviewed and positions Mr. Harry A. Coughlin - V. P. in charge of production
Mr. C. E. Schoelhamer - Sec. of Co.

5. Persons employed:

	Scheduled date Oct 1940 Men	Women	October 1942 Men	Women
Office clerical, prof., adm.	8	4	4	7
Sales				
Maintenance				
Other				

6. Number men lost from October 1940 to October 1942:
For Armed Services 4 Other reasons none

7. Number men expected to leave: Remainder of 1942 1 In 1943 Probabey none -

8. Extent to which war has affected business operations since January 1942:
Commercial ptg. has slowed down - Govt. printing has increased so total = considerable increase over 1941 - Orders are large + so really don't need all of present office force - Co has at least 51% Govt work -

9. Resultant effect on:

	Numbers Added	Dismissed	Occupations
Men Employees	0		
Women Employees	~~2~~ 3	None	over 1 2 file clerks + 1 dictaphone op.

10. Men's occupational vacancies since October 1940: over 2

Vacancies Job No.	Occupations	Rate of pay	Rate of pay of job filled by: Advancement of employee in office: Men	Women	By outside employee: Experienced: Men	Women	Beginners: Men	Women
1	bookkeeper (bank)	19.00 a WK + cost of living bonus.						young girl 18.00 a WK + cost of living bonus Will be raised soon -

11. Would firm be interested in experienced women displaced in other goods industries? No -
"Older people are set in their ways + don't change". "Prefer H.S. or biz school girls who have never worked to those who are experienced" - "You can't tell older people what to do and if you did they'd follow their own plan". - over 3

12. Post-war outlook for business
Co. expects business to continue thru hard work - Co. has had complete business success ~~for~~ every year for 28 years.

15 - [illegible] (PT)

WB - 42-137

9 $\checkmark^1$ added

2 female file clerks - both young and inexperienced Pay 1 - 18.00 a WK
Pay 1 - 23.00 a WK
+ cost of living bonus = 12%

1 dictaphone op - female young + inexperienced 21.00 per WK +
cost of living bonus
12%

10 $\checkmark^2$ - Co. could easily let 2 girls go but is holding them against increased business, and as they have spent time + money training them - Rarely lay off - Girl is not getting the same the boy was getting, but is getting the beginning rate of job (same as boy got) and girl will be raised at a definite time -

Co. didn't replace most of jobs, but members of firm took over major part of the duties and divided up some work with the new female employees - and then some of work was discontinued as commercial work was lost -

11 $\checkmark^3$

Co. likes to take young adaptable people, "teach them and see them grow -" Try to run a business that is clean + honest and that can offer something to the employee - This is not a seasonal business - a person has a year around job here - "Like to give the young an opportunity in life" - Has had no trouble in getting employees - "no scarcity of office help here"

12

A - None don't use part time employees -

B -

1 - Employees are all trained, part time workers of no value to co -

2 - No increase in man hours, "because we're not going to take them"

3 - "Would double overhead" - takes 6 mos to train for a job, would take 1 person's time to train the part time employee -

Women's Bureau
U. S. Department of Labor
Washington

Agent C. G. Hager
Date 12/3/42
City St Louis Mo

WAR SHIFTS IN PERSONNEL REQUIREMENTS IN OFFICES AND STORES

1. Business Commercial Printing - Biggest part is trade magazines and periodicals -

2. Firm Name Von Hoffman Press 3. Address 105 - So. 9th St -

4. Persons interviewed and positions Mr. Wm Schatz - Office mgr -

5. Persons employed:

	Scheduled date Oct 1940 Men	Women	October 1942 Men	Women
Office clerical, prof., adm.	8	8	4	12
Sales				
Maintenance				
Other	—	—	—	—

6. Number men lost from October 1940 to October 1942:
For Armed Services 5 - Refilled some jobs with men, then they were taken - Other reasons None

7. Number men expected to leave: Remainder of 1942 None In 1943 1

8. Extent to which war has affected business operations since January 1942: Business is about the same - Some regular business has dropped off but this was made up for by some Govt. orders.

9. Resultant effect on:

	Numbers Added	Dismissed	Occupations
Men Employees	0	None	—
Women Employees	1		asst on cost acct work (see 10)

10. Men's occupational vacancies since October 1940:

Vacancies			Rate of pay of job filled by					
			Advancement of employee in office		By outside employee			
					Experienced		Beginners	
Job No.	Occupations	Rate of pay	Men	Women	Men	Women	Men	Women
1	Billing clerk	140.00						young & inexperienced 100.00 + 12% cost of living bonus -
1	office boy	70.00					young & inexperienced	70.00 + cost of living bonus 12%.
1	cost accounting clerk	120.00					(over)	

11. Would firm be interested in experienced women displaced in other goods industries? "Yes & no" Depends on the type of individual - the job vacancy etc. Co. likes to train young girls, then they are familiar with co's way of handling routine work & are willing to do it accordingly - older experienced people prefer their own way - at present the young girl is often indifferent hard to find good workers - Jobs are easy to get and the young girl is looking around for what pleases her.

12. Post-war outlook for business No plans, just riding along to see what will turn up -

WB - 42-137

10 b-

In order to take care of this man's work, replaced with a young inexperienced female cost clerk (from office) at 90.00 per mo + 12% cost of living bonus. Then brought in an inexperienced girl from outside at 80.00 + cost of living bonus (12%) who also does part of this man's work - Altho this man was really doing the work, he was getting some help off & on, & as business increased co. thought it best to put 2 girls on the job -

1 of firm (male) was called to war, so now his former personal steno is doing gen'l stenographic work in the ~~plant~~ office till he returns - $85.00 per mo & cost of living bonus -

⑬

1- A. No part time workers are used - Co. had about 12 girls Extra most of last month doing various clerical jobs connected with a large Gov't order for gas ration blanks, but could not use part time workers.

B-

1- Part time workers would be useless on most jobs, to be of any use they must become familiar with the work.

2- N.R. as couldn't use part time employees.

3- a no. of part time people would materially increase the overhead but a few would have no affect on the over head -

Women's Bureau
U. S. Department of Labor
Washington

Agent C. G. Hager
Date 12/4/42
City St. Louis Mo.

WAR SHIFTS IN PERSONNEL REQUIREMENTS IN OFFICES AND STORES

1. Business Wholesale printers - Calenders, labels, tobacco wrappers.

2. Firm Name Woodward + Tiernan 3. Address 1519 Tower Grove ave.

4. Persons interviewed and positions Mr. Arthur M. Wilson - auditor
Mr. L. H. Kruse - cashier

5. Persons employed:

	Scheduled date Oct 1940 Men	Women	October 1942 Men	Women
Office clerical, prof., adm.	63	13	52	16
Sales				
Maintenance				
Other				

6. Number men lost from October 1940 to October 1942:
For Armed Services 6 9.5% Other reasons 2 - left for better jobs.

7. Number men expected to leave: Remainder of 1942 none In 1943 3 men about 38 or 50 years might go.

8. Extent to which war has affected business operations since January 1942: Business has increased 20%. Some Govt orders. Labels etc for defense plants. even some Chinese labels. Tobacco wrappers have increased by leaps + bounds. Increase in office work to some extent, but not in proportion - orders are large. Some changes in billing shipping etc.

9. Resultant effect on:

	Numbers Added	Dismissed	Occupations
Men Employees	0		mostly young inexperienced girls -
Women Employees	5	None	Typing + Billing (principally) this is calender season, and some will be let out soon - Temporary work

10. Men's occupational vacancies since October 1940: (over)

Vacancies: Job No.	Occupations	Rate of pay	Rate of pay of job filled by: Advancement of employee in office: Men	Women	By outside employee: Experienced: Men	Women	Beginners: Men	Women
1	book keeper (head)	125.00		125.00	Woman 39 yrs old -			
1	cost clerk	125.00						18.00 a wk about 20 yrs old - Duties were changed tremendously. Does small part of man's work -

Gave some raises, cut out some unnecessary frills and doubled up on some jobs - Have had some over time -
~~All in co. get the cost of living bonus.~~
Both employees get cost of living bonus 12%

11. Would firm be interested in experienced women displaced in other goods industries? Experience in other cos. is of no special value here - Co has a definite system that must be followed - Some one experienced in typing or book keeping is all right over!

12. Post-war outlook for business Co. is just going along - step by step - Expects to take old employees back after the war. Newer ones might have to step aside, but probably natural turnover will nearly take care of this.

13 - over (PT)

11✓

if they are willing to learn + follow co. methods – "older people are more inclined to do as they prefer". "older people, (50-55) are harder to break in than, younger people"–

Co. is at present looking for 1 female employee (young or old) who can type, or who has knowledge of bookkeeping – has asked U.S.E.S for some one + they say they have started 3 out to them but so far no one has arrived – However, co. honestly states to U.S.E.S. that this is a temporary job – no longer than till first of year + maybe not that long – also co. is far out – which might make a difference – Co. has asked employees if they have a friend who wants work for a few weeks, but so far no results – However, co. says it is not serious, and perhaps if they needed some one worse, they would make more effort "and maybe not be so honest!"–

Employees have had some o' time, and co. thought an additional employee would help clean that up –

(13)

A – none – don't use part time employees –

B –

1 – "Would be of no use" – must be trained and takes awhile to learn the work –

2 – "Can't discuss that," "We couldn't make use of them"!

3 – The overhead would be absorbed in the routine work – Would be practically no increase in the overhead –

Women's Bureau
U. S. Department of Labor
Washington

Agent S. A. Mundle
Date Dec. 5, 1942
City St. Louis, Mo.

WAR SHIFTS IN PERSONNEL REQUIREMENTS IN OFFICES AND STORES

1. Business Wholesale - Own goods

2. Firm Name International Shoe Co. 3. Address 1509 Washington Ave., St. Louis

4. Persons interviewed and positions Mr. R. L. Schmidt - Personnel Director

5. Persons employed:

	Scheduled date Fall, 1940 Men	Women T.	October 1942 Men	Women T
Office clerical, prof., adm.	300	500-800	250	500-800
Sales				
Maintenance				
Other				

6. Number men lost from October 1940 to October 1942:
For Armed Services 1800 out of total personnel Other reasons Unknown
No. from office unknown. Of 30,000

7. Number men expected to leave: Remainder of 1942 Unknown In 1943 Unknown

8. Extent to which war has affected business operations since January 1942: Lack of materials has caused decrease in business, but have not had to lay off any. However, inability to keep all plants running full time means that every time any plant shuts down for a day or two, due to lack of materials, a number

9. Resultant effect on:

	Numbers Added	Dismissed	Occupations
Men Employees	0	0	Styles & patterns dept. entirely
Women Employees	0	0	closed down, 8 M. & 7 F., of

whom 2 M. went to defense plants. Remaining 13 transferred to other jobs in office. Firm hopes to hang on, because it takes 5-6 years for a good person to develop in this work, & they'll be needed after the war. In Parcel Post Corr.

10. Men's occupational vacancies since October 1940:

Vacancies			Rate of pay of job filled by					
			Advancement of employee in office		By outside employee			
					Experienced		Beginners	
Job No.	Occupations	Rate of pay	Men	Women	Men	Women	Men	Women
4	Multigraph dept, clerical	$70		$75				
Unknown no.	Gen'l clerks-mdse. dept.	$60						$70-75
	Mail girls							
	Messengers							
	"Look up" girls							

Training Wherever possible promote from within, training girls already there more than ever
see also over #9.

11. Would firm be interested in experienced women displaced in other goods industries? Yes, if they pass physical & clerical tests. Chief shortage in office is in stenographers. Firm's rate scale $100-135 per month can't compete

12. Post-war outlook for business Can only hope for best, but there will be plenty of problems.

13. No part-time employees - no need, and not interested.

WB - 42-137

5. Total employees in company, including central office of own wholesale house plus ten factories = 30,000.

8. of its workers go and get jobs in defense plants.

9. Dept. replaced 14 boys with 10 girls, at same pay, who do work more quietly, neatly & efficiently. In past couple of years have put girls in boys' places as mail girls, messengers, and "look up" girls. Firm's policy to pay same wage scale for job whether filled by boy or girl. Most of these taken in as inexperienced beginners. Too busy trying to persuade dept. heads in office, ~~as~~ well as factory supts., to Use E, to have up to date records from which to give exact numbers ~~on~~ above. Has used "Women in Industry" filing. Some F. now in warehouse—work rearranged so that 1 M. to do heavy work & 1 F. to do light work, replace 2 M.

10.1 6 months on bookkeeping & billing machines & ~~comp~~ comptometer. Firm is paying for a typist to study shorthand at evening business school so she can be promoted to stenographer's job soon to be open. She will jump from $85 to $100 per month, beginning rate for stenographers. No time for analysis on individuals gone.

Train.

11. With defense industries paying stenographers $140–$175. Firm policy is to put F. in as much as possible, even as skilled operators in factories. Mr. Schmidt would like to convert plant at Sikeston, Mo., entirely to F., & then show it as model to supts. of other plants — lower turnover, absenteeism etc. Have tried older M. in warehouse, but 5 out of 6 don't pass physical tests — eyes, rupture.

Women's Bureau
U. S. Department of Labor
Washington

Agent S. A. Wunder
Date 3 Dec., 1942
City St. Louis, Mo.

WAR SHIFTS IN PERSONNEL REQUIREMENTS IN OFFICES AND STORES

1. Business Wholesale - Own goods

2. Firm Name Rice Stix Dry Goods 3. Address 1000 Washington St. St. Louis

4. Persons interviewed and positions Mr. Schwab, Employment Mgr.

5. Persons employed:

	~~Scheduled~~ date Fall, 1940 Men	Women	T.	October 1942 Men	Women	T.
Office clerical, prof., adm.	54	180	234	62	188 -	250
Sales	No change —		Inside sales	11	4	15
Maintenance						
Other						

6. Number men lost from October 1940 to October 1942:
For Armed Services 175 from total personnel Other reasons {mostly from warehouse; sometimes 100 per month to defense "High turnover, have lost track."}

7. Number men expected to leave: Remainder of 1942 Unknown In 1943 No idea

8. Extent to which war has affected business operations since January 1942: Volume in yards + dozens the same but 10% increase in dollars, due to rising prices. Slight increase in office personnel partly because new workers are less efficient.

9. Resultant effect on:

	Numbers Added	Dismissed	Occupations
Men Employees	8		Firm has had very high turnover,
Women Employees	8		chiefly among those in their em-

ploy just 2 or 3 weeks. A few M., young, added in office, printing, checking; F. general clerical, + typists. Replacements include 30 F. order pickers + 15 F. readers help in warehouse.

10. Men's occupational vacancies since October 1940:

Vacancies Job No.	Occupations	Rate of pay	Rate of pay of job filled by Advancement of employee in office Men	Women	By outside employee Experienced Men	Women	Beginners Men	Women
		per hr.		per hr.				
2	Mail openers-credit	.40-.50	——	Same				
7	Trouble shooters in sales div. - tracing lost shipments etc.	.45-.60		.45-.60				
1	Head of mailing	.60		Beginning @ .50 but will go to .60 as soon as more experienced				
1	Sample room charging clerk	.40		.40				

Company deals with union, C.I.O.; policy to pay F. same as M., but have to consider

11. Would firm be interested in experienced women displaced in other goods industries? Yes, firm is using middle-aged F. now in packing room of warehouse, many former domestic servants, "more careful than youngsters." "If experienced, older F. ought to do in office."

12. Post-war outlook for business "Business ought to be good, but can't tell."

13. "Have always had 3 part-time workers: 1 telephone operator 10 A.M. - 3 P.M.; 1 mail boy 3 P.M. - 6 P.M.; and 1 school boy in stock room 1-4:45 P.M.; this has not added to overhead. Last spring firm intended to add 25 high school students on shift

WB - 42-137

5. Total employees, including warehouse = 1200

10. experience within the accepted wage scale for the job

13. from 4 P.M. to 11 P.M., as packers, billers, + checkers, starting them at 40¢ per hr. After 1 week or 10 days they got jobs at .70¢ per hr. in defense plants. Firm gave up project = "could not afford to serve as training school for government." Prefer not to bother again with any except 3 part time workers always there.

Women's Bureau
U. S. Department of Labor
Washington

Agent J. R. Winder
Date 7 Dec., 1942
City St. Louis, Mo.

WAR SHIFTS IN PERSONNEL REQUIREMENTS IN OFFICES AND STORES

1. Business Wholesale - Own goods

2. Firm Name Western Electric Co. 3. Address 1706 Washington Av., St. Louis

4. Persons interviewed and positions Mr. R. A. Yendeck, Accountant

5. Persons employed:

	Scheduled date Oct., 1940 Men	Women	T.	October 1942 Men	Women	T.
Office clerical, prof., adm.	43	29	72	43	30	73
Sales						
Maintenance						
Other						

6. Number men lost from October 1940 to October 1942:
For Armed Services 40 from total personnel, but mostly from warehouse, only 2 from office. 4.7% Other reasons Almost none

7. Number men expected to leave: Remainder of 1942 Unknown In 1943 Perhaps 3 or 4

8. Extent to which war has affected business operations since January 1942: Dollar volume has decreased, switchboard service has fallen off due to curtailment of materials, but there has been the same amount of clerical work involved in smaller-sized orders.

9. Resultant effect on:

	Numbers Added	Dismissed	Occupations
Men Employees	—	—	Only 1 F. added to office staff
Women Employees	1	—	in past couple of years, on ticket auditing.

10. Men's occupational vacancies since October 1940:

Vacancies			Rate of pay of job filled by Advancement of employee in office		By outside employee Experienced		Beginners	
Job No.	Occupations	Rate of pay	Men	Women	Men	Women	Men	Women
1	Correspondent - serviced switchboard orders, travel records.	$56 per week	42	(This gave M. promoted from voucher a $3 per week raise. Will get more as soon as experienced on job.) 2 other promotions were made here, & a new beginner M. taken on.)				
1	Office boy	22		20	Boy there some time, started @ $18 vs. F.'s starting rate of $20.			

11. Would firm be interested in experienced women displaced in other goods industries? No, company policy to take students right out of high school, and train in own methods. 2 comptometer operators there 12 & 20 years, while

12. Post-war outlook for business "If we only knew!"

13. No need for part time workers, nor likely to be. Once, years ago, had comptometer operator who married return for extra work at end of month. Not very satisfactory - too much supervision required to want part time workers.

WB - 42-137

11. many of M. there from 18–32 years. It's said of F. "They never leave, not even to get married."

Women's Bureau
U. S. Department of Labor
Washington

Agent S. A. Wunder
Date 3 Dec., 1942
City St. Louis, Mo.

WAR SHIFTS IN PERSONNEL REQUIREMENTS IN OFFICES AND STORES

1. Business Wholesale - Others' goods
2. Firm Name Butler Bros. (Dry Goods) 3. Address 316 N. 18th St, St. Louis
4. Persons interviewed and positions Mr. A. W. Moïse, Personnel Manager
5. Persons employed:

	Scheduled date Oct., 1940 Men	Women	T.	October 1942 Men	Women	T.
Office clerical, prof., adm.	58	231	286	59	241	300
Sales Inside, older M.	25	0		25	0	25
Maintenance						
Other						

6. Number men lost from October 1940 to October 1942:
For Armed Services 1 only from office Other reasons 21, mostly to defense
7. Number men expected to leave: Remainder of 1942 "Depends on draft regulations" "In" 1943 "Depends on draft regulations"
8. Extent to which war has affected business operations since January 1942: Some increase which has however affected warehouse more than office which remains pretty stable. Most of 21 who went to defense replaced by F., because firm's policy now is to use F. as far as possible. Had just shown

9. Resultant effect on:

	Numbers Added	Dismissed	Occupations
Men Employees	4	0	M. added as rate & traffic
Women Employees	10	0	clerks & bill of lading writers.

1 F. packer, several checkers and bill of lading writers.

10. Men's occupational vacancies since October 1940:

Vacancies Job No.	Occupations	Rate of pay	Rate of pay of job filled by: Advancement of employee in office Men	Women	By outside employee: Experienced Men	Women	Beginners Men	Women
1	Checker of orders	Scale		"Same pay,"				
		for job,		deal with				
		$90-150		union-"No	trouble,	used to	dealing with	union,
				same scale	~~for~~ F. as	for M.-	$90-150."	
1	Order clerk	95	95					
10	Clerks, gen'l	90-150		Same pay,	lower rates	in this	union wage	scale
10	Stenographers	" "		"	, higher "	"	" "	"

unwilling to go into more detail, "too confidential" & referred me to wage study (over)

11. Would firm be interested in experienced women displaced in other goods industries? Yes, tho' firm policy is to promote from within, now sometimes when needing good experienced stenographer, hire experienced from outside and pay whatever is necessary. In case they have to in future, will replace M. with (over)
12. Post-war outlook for business Too uncertain to predict — can only hope for best.

13. Firm still thinks part-time workers undesirable, tho' the Chicago house has been talking about using school boys in late afternoon in packing jobs. Extra supervision or overhead not worth it in St. Louis, as it would involve heating one building more than regular hours, simply not practical.

WB - 42-137

5. Total employees, 842, mostly in "operating" jobs in warehouse.

8. Women's Bureau film "Women on the Job" to 21 supervisors, & followed with discussion of problems arising from dealing with women and training of women to be more impersonal especially in supervisory jobs.

10. of Associated Industries of Missouri. When I explained that Women's Bureau treated information as "confidential," and that he was the first one I'd met who even hesitated to give out wage data, he replied that all who knew the firm knew their relations with the union were good, and he'd given me the wage scale for the jobs in which most of their F. were working. I suspect his hesitation to go into more detail was due largely to fact that "when needing good experienced stenographer and none available within office, they hire experienced from outside and pay whatever is necessary."

11. F. as packers, checkers, rate & traffic clerks, bill of lading writers. Now a few of last named, and 1 F. packer. Will also promote to be assistant dept. heads in merchandise and selling, and as dept. heads in order and bill payment departments.

Women's Bureau
U. S. Department of Labor
Washington

Agent A. A. Wunder
Date 4 Dec., 1942.
City St. Louis, Mo.

WAR SHIFTS IN PERSONNEL REQUIREMENTS IN OFFICES AND STORES

1. Business Wholesale – Others' goods

2. Firm Name General Grocers 3. Address 301 South 8th St., St. Louis

4. Persons interviewed and positions Mr. Walter C. Landmann, Ass't Treas. & Personnel Mgr.

5. Persons employed:

	Scheduled date Fall, 1940 Men	Women	T	October 1942 Men	Women	T.
Office clerical, prof., adm.	34	51	85	27	53	80
Sales						(over
Maintenance						
Other						

6. Number men lost from October 1940 to October 1942:
For Armed Services 25 from total personnel (16 from office) Other reasons "Only a few" – V. P. but a few ~~sto~~ store managers from Cash & Carry St. may be drafted - will be replaced by salesmen

7. Number men expected to leave: Remainder of 1942 unknown In 1943 unknown, but not many - all older men

8. Extent to which war has affected business operations since January 1942: A stable business, partly held so by determination of firm to cooperate with government so as to prevent hoarding. Could empty their warehouse in a few days if they would accept all orders. Increase of 10% in business dollars in 1942 but slight increase in volume handled. Probable decrease in 1943, due to gas rationing affecting outside salesmen.

	Numbers	Occupations

9. Resultant effect on:

	Added	Dismissed	
Men Employees	0	0	Many jobs of drafted men eliminated.
Women Employees	0	0	Other work subdivided among several,

always keeping in mind that Mr. drafted will receive old job back after war. Considered an advantage to have a group of employees whose experience has been broadened during this period. Would be more economical to close some "Cash & Carry" stores. (over

10. Men's occupational vacancies since October 1940:

Vacancies			Rate of pay of job filled by					
			Advancement of employee in office		By outside employee			
					Experienced		Beginners	
Job No.	Occupations	Rate of pay	Men	Women	Men	Women	Men	Women
5	Stenographers	25-30	3 steno jobs eliminated					
			~~2 @ 25~~	2 @ 23, promoted from formerly 19 & 20				
1	Claims clerk		Jobs eliminated, firm doesn't attempt to keep elaborate records formerly made - no cost studies by depts. now, almost no analysis.					
1	Cost record "							
1	Statistical "							
1	General "							
1	Buyer's ass't (Checker)	21	23 Transferred from warehouse to do checking					

11. Would firm be interested in experienced women displaced in other goods industries? Tho' majority of M. are older, firm largely prefers to hire young inexperienced F. & train their own comptometer, bookkeeping & billing machine operators. Tho' Mr. Landmann (over

12. Post-war outlook for business Nobody knows, but hope for increased business.

13. No need nor likely to be any need for part-time workers. Not interested.

WB - 42-137

5. Total employees — M. 240
F. 60
300

Includes outside sales & warehouse

9. but firm is opposed to laying off people whom it will need after the war. Also does not wish to interfere with pension system which gives $75-100 per month to retired employees, who with social security income besides can live comfortably. "They ought to have this if they've given 30-40 years of their life to the grocery business." Salesmen brought in from road will be used to replace buyers and others who may go from office.

11. always has every new employee he selects interviewed and O.K.ed by Employees' Committee (this is non-union house), which also has miscellaneous duties, like sending flowers to the sick employees etc. Very little labor turnover even this past year, & no labor shortage. Whenever on rare occasion a new employee is needed, one already there has a friend who wants a chance to work there.

Women's Bureau
U. S. Department of Labor
Washington

Agent J. A. Wrimler
Date 5 Dec., 1942
City St. Louis, Mo.

WAR SHIFTS IN PERSONNEL REQUIREMENTS IN OFFICES AND STORES

1. Business Wholesale - Own & others' goods

2. Firm Name Meyer Bros. Drugs 3. Address 217 South 4th St., St. Louis

4. Persons interviewed and positions Mr. McVey Goodson, Personnel Mgr.

5. Persons employed:

	Scheduled date Fall, 1940 Men	Women	T.	October 1942 Men	Women	T.
Office clerical, prof., adm.	43	57	100	46	63	109
Sales						
Maintenance						
Other						

6. Number men lost from October 1940 to October 1942:
For Armed Services 32 from total personnel (3 from office) Other reasons

7. Number men expected to leave: Remainder of 1942 unknown In 1943 unknown, mostly from warehouse

8. Extent to which war has affected business operations since January 1942: Some increase but not a great deal. Present volume likely to remain stable if Government continues to buy approximately same or a little more amount of drugs + supplies, thus offsetting possible slight reduction from buying-

9. Resultant effect on:

	Numbers Added	Dismissed	Occupations
Men Employees	0	0	Some increase in business, re-
Women Employees	3	0	quiring 1 additional stenographer

in purchasing dept., and 2 additional bookkeepers, all F.

10. Men's occupational vacancies since October 1940:

Vacancies			Rate of pay of job filled by					
			Advancement of employee in office		By outside employee			
					Experienced		Beginners	
Job No.	Occupations	Rate of pay	Men	Women	Men	Women	Men	Women
1	Messenger boy	$60-65 per month	, depend-	$65-70),	depending	on	amount of	overtime
gen 1	Junior clerk	"	ing on	70-75	"		"	"
1	Sales clerk	65-70	overtime.	70-75	"		"	"
					Have regular	5 day,	40 hour"	week.

11. Would firm be interested in experienced women displaced in other goods industries? Yes, if they needed anyone, but have very low turnover in office where most of personnel already are older, mature people. Their need is for

12. Post-war outlook for business "Hopeful, but nobody knows"

13. Can see no need for part time workers since regular employees gladly come in Saturdays if needed and get overtime. They're so used to work it is worth more to firm to pay them overtime than to hire part time workers who would need special supervision.

5. Total employees, 294 + 8 on pension list.

8. six salesmen in off road; due to gasoline rationing.

11. husky young M. in warehouse. Older M. not so satisfactory
here – too slow – and much of work too heavy for F.

Women's Bureau
U. S. Department of Labor
Washington

Agent S. L. Wunder
Date Dec. 3, 1942
City St. Louis, Mo.

WAR SHIFTS IN PERSONNEL REQUIREMENTS IN OFFICES AND STORES

1. Business Wholesale distribution — O Other ✓

2. Firm Name Shapleigh Hardware 3. Address 900 Spruce St., St. Louis, Mo.

4. Persons interviewed and positions Mr. B. F. Connolly, Ass't Secretary

5. Persons employed:

	Scheduled date Oct. 1940 Men	Women T.	October 1942 Men	Women T.
Office clerical, prof., adm.	73	539-612	60	540-600
Sales		All outside salesmen		
Maintenance				
Other		Stock	75	265 340

(These get promoted to office or sales)

6. Number men lost from October 1940 to October 1942:
For Armed Services 225 from total personnel Mostly from "factory", or warehouse. Other reasons N. R. — "Many, but couldn't tell"

7. Number men expected to leave: Remainder of 1942 No idea In 1943 Unknown

8. Extent to which war has affected business operations since January 1942: Business actually reduced 20%, but owing to absorption of another firm in 1941 their forecast of business for 1942 was 50% higher than it has in fact been. Greatest reduction due to inability to get merchandise — bolts, screws, stoves, refrigerators.

9. Resultant effect on:

	Numbers Added	Dismissed	Occupations
Men Employees	0	0	Voluntary terminations & draft
Women Employees	0	0	have made dismissal unnecessary.

Some stock & price clerks who left have not been replaced, also outside salesmen.

10. Men's occupational vacancies since October 1940:

Vacancies: Job No.	Occupations	Rate of pay	Rate of pay of job filled by: Advancement of employee in office: Men	Women	By outside employee: Experienced: Men	Women	Beginners: Men	Women
2	Price clerks	N. R.		"Same rate as men were paid, in accordance with company policy, determined in agreement with union — E.D.C."				

"A few others, not replaced, due to reduction in business"

11. Would firm be interested in experienced women displaced in other goods industries? No, before end of 1943 may have to lay off people. Due to union, seniority rules will be observed. First to go will be messengers & less experienced those employed less than 6 months. Only need is for occasional bookkeeping machine operator.

12. Post-war outlook for business "Can only hope"

13. No part-time workers and would not be interested in any.

WB - 42-137

5. Total employees, over 1300

11. erator, and for husky young men in warehouse, both of whom are apt to be attracted by defense industries. They come in from rural areas, work long enough to claim experience in St. Louis, then go to defense plant. No turnover in "5-year class;" those who have worked for firm 5 years or more.

OLD AGE INSURANCE & SOCIAL SECURITY

Pidgeon

U. S. Department of Labor
WOMEN'S BUREAU
Washington

From - Miss Benham
June 1949, No. 3

June 20, 1949

EMPLOYMENT OF WOMEN

Notes for Use of Staff 1/

Recent Publications
Standards for Women's Work
Employment of Women

RECENT PUBLICATIONS

In Women's Bureau

Old-Age, Survivors and Disability Insurance

Arthur J. Allmeyer, Social Security Bulletin, April 1949, p. 3.

Statement at hearings on Social Security Act.

The Household Worker in New York State, 1948

New York Department of Labor -

Based on: An analysis of 507 classified advertisements
Interviews with managers of 55 employment agencies
Interviews with 183 women seeking employment as household workers.

STANDARDS FOR WOMEN'S WORK

Social Security Program

Recommendations for a comprehensive Social Security program made to Congress by the Social Security Administration includes the following:

Old-age and Survivors Insurance -

"Coverage of all gainful workers, including agricultural and domestic employees, public employees and members of the armed forces, employees of nonprofit organizations, railroad employees, and self-employed persons including farmers and small businessmen. ...

1/ All factual items have been double-checked and may be quoted with the source as authority.

Social Security Program, Cont'd

"Increase to $4,800 a year in the maximum amount of earnings taxable and to $400 in the maximum average monthly wage on which benefits are computed; expansion of the definition of taxable wages to include all tips, gratuities, and dismissal wages. ...

"Reduction of the qualifying age for all women beneficiaries from 65 to 60 years.

"Changes in eligibility requirements to make it easier for persons in newly covered employments and persons of advanced age to qualify for benefits.

"Greater uniformity and greater equity in defining, for purposes of the insurance system, family relationships and conditions of dependency that qualify members of an insured person's family for benefits, especially with respect to the rights of dependents of women workers."

* * * * * * *

Unemployment Insurance -

"Provision of unemployment benefits for employees of the Federal Government.

"Provision for a weekly benefit that approximates 50 percent of the weekly wage for a claimant without dependents, and provision for supplementary amounts for claimants with dependents.

Provision of a maximum weekly benefit amount that will be not less than $30 for a claimant without dependents and $45 for a claimant with three or more dependents. ...

Social Security Program, Cont'd

"Definition of good cause for voluntary leaving or for refusing suitable work to include good personal reasons, not merely causes attributable to the job or the employer." ...

(Social Security Bulletin, February 1949)

Sickness Benefits for Railroad Workers

"Railroad workers filed 800,000 claims for [sickness] benefits in the first year of operation [fiscal year 1947-48]. Fewer than 4 percent of these were for maternity benefits."

"...6 percent [of all beneficiaries] were white women... three-fifths of them were under age 45." (Social Security Bulletin, February 1949)

India - Nurses

"Nursing in India is still in the pioneer stage largely because of the great dearth of registered nurses. According to the Bhore report of 1946, there are 7,000 nurses in a country of almost 400,000,000-- a ratio of one nurse to 43,000 people! There are actually more doctors than nurses in India, but there aren't enough doctors either."

(The American Journal of Nursing, June 1949)

"It is evident that the preparation of properly qualified nurses is very necessary. The health survey, conducted in 1946 under Dr. Bhore, revealed that to carry out the short-term program which will attempt to meet health needs in India, 80,000 nurses are needed, and 740,000 will be required by 1970."

EDB:det
6/20/49

Fed. Sec. Agency -

April 15, 1949

U. S. Department of Labor
WOMEN'S BUREAU
Washington

Statement of Miss Frieda S. Miller, Director, Women's Bureau, U. S. Department of Labor, submitted to the Ways and Means Committee of the House of Representatives in support of certain amendments to the Social Security Act (H. R. 2893 - Mr Doughton, 81st Congress). (Supplementing oral testimony given before the Committee on April 7, 1949).

I appreciate being permitted to present the interest and concern of the Women's Bureau of the U. S. Department of Labor with reference to certain aspects of the proposed amendments to H. R. 2893. The Congress established the Women's Bureau almost 30 years ago to study and recommend measures for improving the welfare of wage-earning women, and certainly their interests are closely involved in the specific points I shall emphasize in my support of certain amendments to the Social Security Act.

These specific points of emphasis are:

1. Coverage of certain groups of workers not now covered by the law where large numbers of women are involved.
2. Inclusion of maternity benefits for working women among the proposed provisions for disability benefits.
3. Establishment of lower pension age (60 years) for wives and widows of insured individuals and also for women who, as insured individuals, may wish to retire at an earlier age than the present 65-year minimum.

Turning to the question of extension of coverage to certain groups not now covered, I will take up first the large woman-employing category of household or domestic employees. According to census estimates released in January of this year, women constitute 93 of each 100 persons in this field of employment. On the basis of this figure - which is a slight increase over the 1940 proportion, we may as well discuss the social security situation for this occupation as a problem of women's employment.

I believe the members of this committee will agree with me as to the importance for the welfare of family life all over the country of an adequate supply of reasonably competent domestic workers. Young mothers who need help in order to give proper care to their little children, elderly people who can continue to maintain their homes if some of the heavy work is done for them, households where illness or invalidism creates a serious problem especially for working members of the family - all these need outside help to keep the home functioning smoothly.

Giving such help has always been a type of employment that has occupied many thousands - even millions - of women in the United States. It is therefore a matter of grave concern that the number of women engaged in domestic employment is consistently falling off. If then, we are interested in adding to the country's supply of household workers, we may as well face up to the reasons that have led large numbers of women to abandon this field. Of primary importance is the almost total failure to provide for domestic workers those safeguards and advantages that are now set up by labor and Social Security laws for most other workers. Such provisions as limitations on working hours, a day of rest in each week, minimum wages, workmen's compensation, old age insurance, and unemployment benefits are very real and well-understood advantages to most industrial, clerical and commercial workers. Almost any woman who has had the chance to work in a restaurant, a factory, or a store, and thereby made herself initially eligible for unemployment insurance, old age insurance, and workmen's compensation, will, if that job fails, exercise good common sense and choose, if at all possible, another job that offers a continuation of these advantages.

Such a choice strikes women with special force at the present time when many who were drawn into factories and trades by war demands and post-war offers of jobs from employers who wanted their work, are now having to seek other employment. It is a real discrimination against these women to prevent them from getting any benefits from contributions they made in covered jobs because domestic employment is not within the system of social insurance. If then, we want household employees to be available to help keep American homes going, we had better give them some good sound reasons to believe that we think their occupation worthwhile.

A similar situation exists with respect to coverage of employees of nonprofit educational and charitable institutions. The Committee is well aware of the current shortage of teachers and nurses. A recent study of the nursing occupations by the Bureau of Labor Statistics in the Department of Labor, in which the Women's Bureau cooperated, showed that nurses themselves felt that the lack of protection under labor and Social Security laws was one of the handicaps in recruiting trainees in this essential field of work.

Another extension of coverage that interests me considerably is the inclusion of agricultural workers. I think I need only to point out the parallel between their situation and that of the domestic employee group, which is so close as not to require detailed argument on my part.

In connection with inclusion of these groups I have been discussing, no real objection has been made, as I recall, whenever extension of coverage to them has been proposed, except on the basis of administrative difficulties. Even in 1935, when the social insurance system was established, Congress was favorable to inclusion of these and other important groups, but felt that special administrative difficulties would arise in connection with such widely-scattered employee groups as agricultural and household workers for whom the keeping of records appeared especially difficult. Now that the Treasury Department and the Social Security Board have developed practical plans for administration of the system among these non-covered groups, I hope that this country will join with other progressive nations in providing comprehensive insurance protection for these workers.

The Treasury Department, whose responsibility it will be to collect the source-fund in the form of taxes, proposes a stamp-book system, applicable particularly to domestic and agricultural employees. The employer would purchase the stamps in various denominations, and affix them to the employee's stamp book on payment of wages. I understand that the Treasury Department has developed tentative regulations covering essential details for operation of this plan.

The stamp-book method has been successfully used in a number of other countries, not only for old age pensions but for some other forms of social insurance as well. Prior to World War II, a number of nations, including Great Britain, France, The Netherlands, Chile, and Uruguay, were using this simple system of reporting wage credits and collecting taxes for several classes of wage earners. The general plan appears to be the same - that the employee obtains his stamp-book when he registers with the administrative agency; the employer buys a supply of stamps in varying denominations through the postal system. On the payment of wages to the worker, the employer attaches a stamp for the proper value in the blank space provided in the employee's stamp book. At the end of a specified portion of the year (or on completion of the book, if this is the earlier event) the employee returns his book to the administering agency and receives a new one. Contributions made to his account are then officially recorded and his interest thereby protected.

Officials of the Treasury Department consider that the public has become familiar with the stamp method of keeping records through experience with it in other forms, such as rationing of foods in the war period. Certainly housewives who need the services of household workers, and farmers who must hire numbers of helpers during busy crop seasons, would gladly do their part to make social insurance benefits available for their employees by cooperating in the stamp system, if, as the evidence indicates, the present dwindling supply of domestic and farm labor is due in part to the lack of social insurance protection for workers in these occupations.

It has been suggested that perhaps administration through the stamp plan would be made easier by disregarding for purposes of taxation payments to an employee of less than $3 from any one employer within any workweek. Let me most emphatically point out that the current trend in household employment is definitely toward the part-time or hourly worker; that many households employ domestic help by the hour for half days or less, the worker in this way serving a number of different employers in a week, but receiving perhaps less than $3 from each of them. But she keeps busy each working day of the week, and her total earnings for the week will equal those of the employee who works for only one employer. If this proposed $3 minimum should be applied to exempt the considerable and growing body of household workers who serve a number of different employers, they would suffer gross discrimination in comparison with the individuals who work for one employer and who would thereby enjoy insurance protection.

My second main point is in favor of including maternity benefits in the proposed provision for disability allowances. The number of married women in the labor force has been steadily increasing over a long period. Indeed, according to repeated Census reports since World War II, they are the largest group of employed women - 48.3 percent in April 1948, while 35 percent were single and the rest were widowed or divorced. In 1930, they were 29 percent; in 1940 about 36½ percent; and in 1947 46 percent. In spite of increasing need, there are as yet no maternity benefits available to these working women through the social security system to carry them through a period of disability, and relieve them of the increased financial burden incident to their medical care and hospitalization.

Moreover, there is no help for them from unemployment compensation systems due to the fact that such plans were not set up to cover maternity or disability cases. In fact, in a number of States the unemployment compensation laws specifically disqualify a pregnant woman for benefits during specified periods, usually two months. These provisions cause a decided hardship to the woman worker at a time when she needs help. The proposal made in H. R. 2893 to set up an insurance system for maternity protection (no more than 8 weeks before and up to 8 weeks after but no more than a total of 14 weeks) merits your favorable consideration, and certainly has my earnest support.

My third point relates to the proposal for establishing a lower pension age for women. I heartily endorse the amendment which would make supplementary benefits available to elderly couples by allowing the wife's pension to begin when she is 60 years of age. At present, a wife becomes eligible to monthly dependency benefits in only one-fifth of the cases when the husband reaches 65 years of age. But if the wife's benefit age were lowered to 60, both husband and wife would become eligible for benefits when he reaches 65 years of age in about three-fifths of all cases. The effect of the present system, setting the eligible age for both at 65 years is to compel the wife to wait several years for benefits since she is usually younger than her husband. Thus a financial burden is laid on the couple due to the reduced income of the retired husband, and frequently to increasing expenses for medical and other necessary services. The elderly wife is then faced with the necessity of herself seeking employment in order to maintain family income, at a stage of her life when finding employment is not easy for her, and when the strain of paid employment is increasingly detrimental to her health.

The widow who has no minor children of her husband in her care and is not eligible for widow's benefits from her husband's insured status until she reaches 65 years of age, is at present left without aid from the social security system during a time when she may need help very urgently. She must not only adjust herself to the new situation without her husband but in many instances must go out to seek work without recent training or perhaps without previous work experience. Her chances for employment, even for reemployment, in competition with younger, better-trained workers are most discouraging. As a rule, she has little hope of finding her way into any occupation that would provide her adequate support until her widow's benefits begin when she reaches age 65.

Let me, in closing, urge your favorable consideration of the amendments under discussion, particularly these which relate to large numbers of women in the labor force, namely:

1. Inclusion in the old age and survivors' pension system of domestic and agricultural workers and employees in nonprofit, educational, and charitable institutions.

2. Provision of maternity benefits for employed women.

3. Reduction of the minimum pension age for women to 60 years, for wives and widows of insured workers, and for insured women workers themselves.

Household workers

Miss Hooks 1/16/48

Miss Miller January 15, 1948

Constance Williams

Extension of Old Age and Survivors Insurance to Domestic Workers

Mr. John Arnold of the Bureau of Old Age and Survivors Insurance in Baltimore, called to ask our opinion on a statement contained in the report by the Treasury on the extension of old age and survivors insurance to domestic service workers. This statement deals with the estimate of annual average cash wages of domestic workers and includes an estimate of prewar cash earnings for full time workers of less than $400 and a current estimate allowing for part time employment of $700 or $800.

On the question of percent of change in annual earnings, I referred Mr. Arnold to the report of the Department of Commerce on National Income, a Supplement to the Survey of Current Business, published in July 1947. This report estimates average annual earnings for full time employees in the "industry" of private household service as $520 in 1939 and $1,328 in 1946. I also referred to the estimates prepared by BLS on changes in average weekly earnings in hotels, power laundries, and cleaning and dyeing establishments which show an increase between 1939 and August 1947 of 93 percent, 85 percent, and 80 percent respectively.

On the question of the absolute estimates of cash earnings quoted by the Treasury, I stated that information for full time household employees was not satisfactory. From the Census for 1940 we have data for all experienced workers whose current or last job was in domestic service, and for those among them who worked 12 months in 1939. Annual earnings estimated for these groups are $196 and $321 respectively. More recently the Census estimated annual earnings for household employees in 1945 (including persons reported as having a civilian occupation, classified by occupation reported as major source of earnings in 1945) to be $340 a year.

I asked Mr. Arnold how he planned to relate information on annual earnings to the question of the extension of old age and survivors insurance to domestic workers. He stated he planned to emphasize two things, namely, that earnings were still so low that it was unreasonable to expect these workers to save for their old age, and second, that the earnings are sufficient to warrant a plan of insurance. Mr. Arnold planned to emphasize that even among household employees earning $500 or more in 1945, namely, 27 percent of the total group, average cash earnings were only $750. (Our computation comes to $823.)

His report will be some 3 or 3½ pages on the question of extending coverage and will be made available to the advisory committee working on legislation.

CW/vh
cc: Miss Hooks
Miss Plunkett

1945

BOASI

U. S. DEPARTMENT OF LABOR
WOMEN'S BUREAU
Washington 25

OLD-AGE INSURANCE FOR HOUSEHOLD WORKERS

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November 1945

FOREWORD

Most workers and most types of workers are covered by the old-age insurance system set up under the Social Security Act by the Congress in 1935. One notable exception is the household employee. To extend such protection to these workers is an essential step in our efforts to plug up loopholes making for insecurity in the country's economic fabric. Such a step would not mean "charity" or "relief." It would be a good investment for all con-concerned -- the household worker, the housewife, the taxpayer.

HOUSEHOLD EMPLOYMENT - A MAJOR OCCUPATION

Household employment is one of the major occupational fields in this country. This statement may be challenged by harassed housewives unable to secure a worker to assist with domestic duties. Or it may be met with incredulity by families, forced by the lack of such help, to adapt themselves to new and less comfortable patterns of home living. But the fact of a still-existing large number of household workers is evidenced by census statistics.

Through past decades up to 1940, the census has indicated in general a mounting number of job seekers who found in this field a means of livelihood, as more and more women faced the need for self-support, as more and more families reached income levels permitting the hiring of household help.

By 1940 domestic service in homes was the largest single occupational field for women, accounting for more than 2 million workers, of whom over 90 percent were women. Then began the wartime exodus of some 400,000 women household employees to factory or other work. Some, in response to a patriotic urge or a desire to escape to "greener pastures" entered war plants to help produce planes, shells, guns, or ships. Others seized the long coveted opportunity to step easily into public housekeeping jobs, or other service or manufacturing industries concerned with civilian needs.

Even so, by April 1945 there still remained the sizable number of 1,700,000 household workers, according to an unpublished estimate of the Bureau of the Census. How will the curve turn as we go on in the postwar years? Will it swing upward again as so many homemakers hope, in order to meet their urgent needs? Or will it continue downward, adding to the difficulties of these housewives and mothers?

IT'S IMPORTANT

Household employment is obviously a service of vital importance, because of its contribution to the health and happiness of the family, the convenience and comfort of homes. Certainly workers who prepare food, launder clothes, keep households clean and attractive, care for children, old people, or invalids, and perform numerous little tasks that oil the daily routine of existence are engaged in socially worthwhile services, which not only promote the well-being of the household but contribute to the welfare of the community.

DEMAND EXCEEDS SUPPLY

It's a truism that the demand for competent household workers always exceeds the supply. This was true before the war, and even during the depression of the 1930's. In the war period the shortage of satisfactory household help worked a very real hardship on many women and their families. As the war jobs attracted more and more of the "perfect jewels" of domestic workers, the untrained and heretofore unemployables among such applicants became conspicuous but inadequate makeshifts.

WHAT'S WRONG?

Why are so many homes and families suffering through inexperienced or unattainable workers? Why is there a decided tendency for competent women to go into household employment only as a last resort? Why have the trained and able workers left the field with avidity when the war offered them alternatives? It is not that the work is necessarily distasteful to women as job seekers. In fact, many say they would prefer it to factory or other kinds of employment if the conditions were different. No, the answers are more deeply rooted. They ramify in various directions in the social and economic structure of our country as it has developed from the original motifs and mores of our early history. The answers are concerned with a hangover from a past era,- the social stigma, which unfortunately in the minds of many people still attaches to this field. The answers are concerned with the lack of standards all along the line -- standards for training, standards of employment, standards of work performance, and legal standards to safeguard the workers.

This report concentrates on one of the legal needs -- protection through old age insurance--and discusses the economic need of household workers for these benefits.

THE NEED FOR COVERAGE

THEIR DILEMMA AS TO OLD AGE

Household workers, because they are now outside the old-age and survivors insurance system, face the possibility of a precarious existence in the last miles of their life journey. It is demoralizing to fear the prospect of having to weather the last rainy day of all without a protecting umbrella. Certainly, household workers have as great need as other types of workers to economic safeguards, including that of old-age and survivors insurance.

In the new era im which we live, much of the older form of security afforded some household workers who lived in the employers' home and were regarded as faithful retainers is gone. Patterns for household employment have altered strikingly, together with other developments in our changing civilization, typified by the greater mobility of our present-day population, the increased trend toward urbanization and smaller homes, and the growing use of labor-saving devices in the household. Many workers now live away from their place of employment, and increasing numbers of them work on a part-time or day basis.

While some employers of household workers may still assume the responsibility for their care in old age, this is generally impossible. Furthermore, such dependency is unfair to both the employer and the employee. Today, many household workers--lacking eligibility for old-age insurance, for which, if included in the system, they would make a contribution--face the alternative of going "on relief," the cost of which must be borne by the community. True, some of these workers can and do save on their own initiative, but their savings, through no fault of their own, are frequently swept away or used up prematurely. Old-age benefits should come to household workers under the old-age and survivors insurance program as a matter of right.

As do other kinds of workers, they need to provide systematically and safely during their earning years for their old age and survivors. Yet, it is especially difficult for the rank and file of household employees to save adequately, if they must rely solely on their own efforts.

TEMPORARY COVERAGE

First, it is of interest to point out that household workers, when they shift temporarily to covered employment, frequently make contributions under the old-age and survivors insurance program. Though they are then taxed for this type of insurance at the same rate as other workers, their periods of covered employment are often too short or too infrequent to enable them to meet the requirement of at least the minimum amount of time in such occupations to achieve an insured status. Thus only rarely do they obtain actual protection under the program.

A survey of white household workers in Chicago, made by the Old-Age and Survivors Insurance Bureau of the Social Security Board, showed that about 17 of every 100 women had some earnings in covered employment in the period

January 1937-June 1941, but not more than 2.2 percent of all women interviewed had work continuously and regularly enough and had received sufficient earnings from covered employment to build up insured status. Not an encouraging statistical picture, if it can be taken as at all typical.

But as already pointed out, the war has increased the extent to which household workers have entered covered employment. The many ex-household workers employed in factories and other commercial jobs acquired rights toward insurance benefits. Still their foothold in such fields is all too precarious, and their prospect of old-age benefits, not much brighter than before the war.

Unless coverage is extended now to household service, many of those who have built up insurance rights will lose them if they return to household work after the war.

FACTORS MAKING FOR INSECURITY

Even more than other types of employees, those in household service must cope with various conditions making for insecurity. Those involved in a discussion of old-age insurance, fall under the following headings:

Wage trends
Training and employment problems
Irregularities of employment
Illness and accidents
Responsibilities for family support
Lack of legal safeguards.

THE QUESTION OF WAGES

PAY PATTERNS

The design of one's living is naturally shaped, to a high degree, by the amount of one's income. Almost the first questions asked by workers seeking a job are: What will it pay me? Will I earn enough to live on -- and to save for old age and other emergencies?

The man or woman considering a job in household employment gets less clear-cut answers than do those applying for a job in a factory, store, or laundry. The latter applicants know that if they are regular in attendance their pay envelope will contain a definite amount in dollars and cents, that they will have a definite hour schedule with pay for overtime work, and that with increase in skill and experience they may hope to earn more money. In many cases they belong to unions that will help them get their special difficulties adjusted through the machinery of collective bargaining.

In Cash and in Kind

The household worker on going into a private home is generally assured a set cash wage, but faces other uncertainties. Pay will in part be in the form of meals, and for those who "live in," in lodging. Now, a dollar is a dollar any way one looks at it, but a meal is not always a satisfactory unit of remuneration, especially as the worker must in general consume it or leave it. As for the proffered room for "living in," the worker may definitely leave it, preferring the privacy of living in his or her own home.

In the present discussion of old-age insurance, payment "in kind" has a particular significance. Though substantially raising real wages, it is not expendable for other purposes, and it can't be saved up for emergencies such as a jobless old age. Obviously, there is less flexibility to this form of wage payment. With the full wage in cash, the workers can juggle their funds better to meet their specific needs, pooling money for food and shelter with that of other members of the family to make it go further.

Moreover, the trend toward smaller homes and apartments has further discouraged - even when the worker is willing - the living-in practice. For example, only about a third of 409 advertisements in 1944 newspapers for full-time household workers in the Washington, D. C. area, analyzed by the Bureau of Labor Statistics, asked for a "live-in" worker. Common knowledge leads us to believe this one illustration could be more or less duplicated in many cities.

Studies prove that household workers who live out may not be paid more than, if as much as, those who live in, especially where the housewife prefers the latter arrangement. Many workers will choose the situation offering a little less wage and a little more independence and privacy in their way of living. At any rate, representative surveys on household employment in Philadelphia, Chicago, and Washington, D. C., showed that the largest proportion of workers who lived out were paid lower cash wages than those who lived in and who received, in addition, both board and room.

Even when household employees are given a fair remuneration in cash and "in kind," their wages are often not sufficient for them to put aside for all kinds of "rainy days," particularly for the last uncertain matter of "old age.". The Paul-like pressure of more immediate emergency needs are apt to rob the more remote Peter fund to care for declining years.

The Ups and Downs

Another aspect making for a highly spotty pay situation for household workers is the great variation between the prewar and wartimes and from one section of the country to another. Even in the same community wage rates differ considerably from home to home and from time to time. This is due largely to the catch-as-catch-can tradition typical of this field, where there is woeful lack of wage standards in relation to skill, experience, and competency. Two causes of dissatisfaction among workers is the tendency in many homes to require much overtime with no extra pay and failure by some housewives to give reasonable raises in wages after more years of service.

Unfortunately wage studies in this field have been too few and too scattered to serve as satisfactory yardsticks of trends and possibilities. However, prior to World War II, low cash wages were typical for the most part.

WARTIME RATES

Mention of household workers' wages today inevitably brings out assertions, and evidence too, as to the spectacularly high wartime rates paid by many homemakers. Undoubtedly the general level, which still prevails to considerable extent, is the highest ever attained by domestic workers in private homes in this country. Even so, wide variation in wages still exists as indicated by such straws in the wind as the rates offered in newspaper "want ads."

Across the Country

Examples of wages offered household workers in newspaper advertisements in each of 23 cities in various parts of the country were examined by the Women's Bureau early in 1945. They tell an arresting story of what unusually high wages some of the women who have stuck to this field were able to make from East to West, North to South, and also what low wages still prevailed. The weekly wages ranged from $7.50 to $36 for general household workers, from $10 to $46 for cooks. Wages were, of course, higher in industrial war centers than in non-war areas, wherever the keen competition of other fields of employment had to be reckoned with.

Such West Coast cities as San Francisco and Los Angeles were offering as much as $70 to $156 monthly for general household workers and up to $200 a month for cooks. Seattle appeared to pay much the same rates.

In Philadelphia monthly wages for general household workers ranged from $78 to $130 while in New York City corresponding date were from $120 to $132.50. Buffalo, N. Y., monthly rates varied from $78 to $108.30 for general household help.

Detroit wages ranged from $20 to $30 weekly for general housework, while St. Louis wages appeared to be somewhat lower. Monthly rates in Wichita, Kans., ranged from $65 for general housework to $75 for a housekeeper-cook. Denver, Colo., monthly rates were from $65 for a housemaid to $90 for a cook. In Chicago monthly wages ranged from $86.65 to $130 for general houseworkers.

Miami, Fla., was offering approximately the same monthly rates as Chicago for general housework. Memphis appeared to be paying much lower rates for general housework -- from $43.35 to $52 monthly. In San Antonio monthly wages for similar work ranged from $36.85 to $78. Atlanta showed monthly rates for general housework of from $43.35 to $65, and various towns in Mississippi were advertising monthly rates of from $32.50 to $65 for this type of service.

Some advertisements stated that room and board were included. Most did not mention whether or not either meals, or meals and room, were to be part of the remuneration.

New York State in Recent Years

An additional approach to the situation in New York is afforded by data on unemployment insurance benefits. New York is unique in that it is the only State that enables some household workers -- those in homes having four or more employees -- to qualify for such benefits. The average annual cash wages of the men and women domestic workers receiving unemployment compensation in this State rose from $834 in 1938-39 to $939 in 1941-42, though declining the next year to $917. Wages of employees are usually higher in such establishments than in the one-worker home. Moreover, as there is no breakdown by sex, the average is raised somewhat by men's earnings, which tend to be higher than women's in this field.

WAR VERSUS PREWAR RATES

Wartime earnings should not be considered as a gage of the long-time ability of household employees to save for old age and dependents. Certainly their war wages are far from typical of their earnings of yesteryear. Nor are the higher rates that prevail today likely to continue if there is considerable unemployment. It is to be hoped, however, that a drive toward better standards all along the line will prevent a relapse to the inadequate prewar pay received by many workers in this service.

If we draw back the curtain and look for a moment into the period just before the war, we are suddenly reminded that the household workers' heyday in wages has been one of only a few short years.

Washington, D. C.

On this score the city of Washington offers a striking illustration. Compare the median of $20.35 a week as revealed by a Bureau of Labor Statistics analysis of the weekly rates offered in a group of 323 out of 562 Washington newspaper advertisements for women household workers in the fall of 1944, with the median weekly earnings of $8.10 for such workers in 1940, according to a Y.W.C.A. survey. Of the 564 women included in the latter study, the majority were Negroes. The median of the week's cash wages of the full-time workers living in was $9.35 for the white women and $8.85 for the Negroes.

These 1940 medians stress the reasons for the exodus of household workers into war jobs in the Government service or munitions plants in the Washington area. The rates offered in 1944 underscore the length to which housewives were forced to go when hard pressed for household help.

Over-all Picture from the 1940 Census

The most comprehensive and most convincing revelation as to low earnings of household workers just before the war comes from no less a source than the 1940 Census. This shows for the country as a whole median cash earnings of $312 for experienced women household workers employed full time in such service 12 months in 1939.

The general average, however, tends to be misleading. It discloses neither the worst nor the best levels in the situation. Considerable variation was found from one section of the country to another. In Mississippi the median was just under $150 a year, and in South Carolina, Georgia, Arkansas, and Alabama it ranged from $158 to $164. In only six States -- California, Massachusetts, New Jersey, New York, Rhode Island, and Connecticut -- did women household workers with 12 months of employment show median annual cash earnings of more than $500. The highest median cash earnings -- $566 -- were reported for women household workers in Connecticut.

In case there may be skeptics who doubt that such low wages ever prevailed, it is well to point out that these medians do not reflect any additional remuneration in the form of room and board. Even so, the cash wages of many workers as reported by the census necessitated substandard living for them and their families. Much evidence from a number of prewar studies of household employment could be presented to corroborate this statement.

Baltimore, Maryland

The Old-Age and Survivors Insurance Bureau survey of Negro household workers in Baltimore in 1941 revealed a far from roseate picture. The average cash earnings of the women interviewed, approximately 35 percent of whom were "day workers" and part time workers, were about $330 in 1940. For the women who worked 12 months in that year the average cash earnings were $497.

Chicago

To turn the spotlight on another part of the country, the Old-Age and Survivors Insurance Bureau made a survey of white women household workers in Chicago and found that their earnings for 1940-41 differed but slightly from those reported in Baltimore. Average cash earnings for all Chicago workers interviewed were about $415. The women who were employed for 12 months in 1940-41 averaged $485.

AN INEVITABLE CONCLUSION

With earnings high today or low tomorrow, with the many variations and vicissitudes that characterize the wages of workers in this field, with saving for the future not easily possible - such facts appear as definite proof that household employees have need, just as do other types of labor, of the strong arm of the law to guarantee their saving for old age. Thus they can be assured of some means of support if and when they reach their sixty-fifth milestone, or of some wherewithal to offer a modicum of security for their survivors.

TRAINING AND EMPLOYMENT PROBLEMS

BASIC WEAKNESS

One of the conspicuous weak spots in the over-all story of household employment to which all who probe into the problems and prospects point a challenging finger is lack of adequate training, and the haphazard training at best, for this field. Then comes the inevitable "why," since this situation makes for serious difficulties all round. It results in inconvenience and annoyance for housewives, lessened opportunity and increased insecurity for the employees, and greater relief expenditures by taxpayers for incompetent workers who fall to the down-and-out level.

The Untrained and Unemployable

The untrained household worker is at a great disadvantage on various counts. In efforts to raise standards both of work performances and of working conditions, the importance of increasing the worker's efficiency through training cannot be overestimated. Many untrained household employees are unable to meet the high or even usual standard of work expected of them. As a result, they all too often have difficulty in holding any one job for more than a short time, go from job to job, and finally are classified as "unemployables."

A State employment office reported that in one week in 1937 it was not able to refer to any of 15 employers who had asked for skilled and competent domestic workers one of the 20 persons who had applied during the week for household jobs but who were obviously inadequate for such. In January 1937 at least 500 cities faced a shortage of trained household workers, according to estimates of the United States Employment Service. Yet in July of the same year 400,000 applicants describing themselves as household workers were registered in the active files of public employment offices.

NEED FOR PARALLEL ACTION

Excellent training schools for household workers might and could be set up, but if girls and women are to be attracted, they must be offered other inducements. They must be assured good employment standards and safeguards similar to those in other fields. Like the hen-or-egg conundrum is the which-comes-first query as related to better training and better employment standards. Obviously this is a two-in-one question calling for parallel and simultaneous action along both lines.

The possibilities for a Nation-wide training program for this field lie within the framework of the public school system. Particularly in the State-vocational education set-up can training facilities for domestic skills be made available through use of the Smith Hughes or George Dean appropriations of the U. S. Office of Education and the Federal-State and/or local grant-in-aid system. The extent to which such resources are being utilized is shown by the fact that in 1943-44 approximately 100 schools in 14 States offered some kinds of courses in domestic service.

The lead in establishing courses to train workers and to improve employment conditions in this field rests largely with the communities. In fact women, whether they are aware of it or not, hold a key to the situation. As citizens and as members of local organizations they can be a definite force in having satisfactory courses set up in their local school system if they make known their desires in such ways as to secure cooperation from the necessary authorities. Such organizations also can be effective in developing a broader program by helping to coordinate all community interests concerned with the problems and prospects in this field. Such efforts on a Nation-wide scale can help to eliminate the social stigma and lead to a campaign to improve the economic status of the workers through State and Federal Legislation.

A FIRST STEP

In this whole ambitious program, perhaps the most logical and easily attainable first step is extension of old-age and survivors insurance to the field of household employment. Such blanket action can be taken by the Congress and would prove a long stride in the direction of progress. It would assure benefits to household workers everywhere in the country who could meet the eligibility requirements. It would remove at least one of the obstacles to the willingness of women to take training for household occupations. And it should be an influential factor in leading to more standardized training throughout the country. It would serve as an impetus to the establishment of better standards in this field. In turn when household employment is put on a more standardized basis and elevated to a higher level on the occupational ladder, this will make for a more successful application of the old-age and survivors insurance system to household workers.

BOOBY TRAPS ON THE SECURITY FRONT

THE TOLL OF UNEMPLOYMENT

One type of "rainy day" most dreaded by workers in any occupational field is unemployment. A line-up of reasons for extending to household workers the protection of old-age insurance must include the toll taken by unemployment as they travel the route of their working lives to the mile post where they must pass out of the labor market because they find they are too old for a job.

The possibility of losing one's job and not easily finding another hangs like a sword of Damocles over the heads of many wage earners. Particularly is this true in the present reconversion period. However, for some millions of employees the job-less possibility is alleviated somewhat by the knowledge that they are eligible for unemployment insurance.

Household workers cannot look forward to such protection if and when they lose jobs, since they are not covered by this type of insurance - except, as already pointed out, to a very minor degree in New York State. They must face the problem of unemployment as their own responsibility, draw on their savings to tide them over the emergency, if they have been able to build up a reserve fund, or find some other means of sustenance until they locate another job. Thus, the sword of unemployment as it falls on these workers has a double edge. It not only cuts off their earnings for present living needs, but cuts into their savings laid aside for the future when they are beyond the age for gainful work.

The argument may be advanced that women in household work are less harassed by the fear of unemployment than are their industrial sisters. However, those household workers who are not sufficiently well trained to meet the needs of many homes tend to go from job to job with stretches of unemployment between. Even the well-qualified workers lose or leave positions for one reason or another and do not always readily find other satisfactory employment.

In a Depression Period

When there is much unemployment in other lines of work, household employees are in an especially vulnerable position. If employers of household labor lose their jobs they may no longer be able to afford such help. Or those employers whose incomes are reduced may in turn have to cut their household employees' wages. During the depression of the 1930's, the competition for domestic services in private homes became very great, owing to the influx into this field of many women who lost their jobs in factories, sotres, offices, and of married women not ordinarily employed, whose husbands were unable to find work. The increased number of applicants in the household labor market -- some of whom accepted jobs for room and board alone -- helped not only to bring down the wage rates but to create considerable unemployment among the regular or normal workers.

The Community Pays

A Women's Bureau survey made during the depression, of over 3,500 unemployed women in five cities (Chicago, Philadelphia, Cleveland, St. Paul, and Minneapolis) who were seeking relief showed that the largest proportions of these women had had jobs in domestic and personal service, the majority in private homes.

Another Women's Bureau study of unattached women on relief in Chicago in 1937 underscored the jobless and penniless predicament in which household workers may find themselves. Of over 600 women covered by the study three-fourths were over 40 but less than 65 years of age. The majority had been self-supporting or financially independent. Domestic and personal service, chiefly in private homes, was the most usual occupation of 60 percent of those who had been employed. Loss of job, ill health, or other misfortune had driven them to apply for relief though they had struggled to find some other way out of their financial distress before going on relief.

The inadequate earnings reported for many of the women included in the two studies allowed no reserve for a limited time of unemployment or illness, much less for any steady maintenance for those who suddenly found themselves jobless at too advanced an age to hope ever to find work again. What a boon would coverage by the old-age insurance system be to such women if they knew that at their 65th birthday they would receive at least a small monthly payment, which would be neither relief nor charity, but the fruits of their own labors.

WHAT PRICE - ACCIDENTS

Accidents are one of the imponderables of life - to which most individuals give little thought until they find themselves victims. But that many household workers do have to reckon with such prospects, facts and figures show. Indeed, accidents as an economic hazard not only cut into the current savings and ability to earn of many such workers in any one year, but prove to be another encroachment on money laid by for old-age requirements.

In the industrial world where workers are exposed not only to hazards but to a safety program of accident prevention, employees are more aware of these possible pitfalls. Also, if they do have the misfortune to be injured they have some restitution, in that they are covered by workmen's compensation legislation in all but one State. Such benefits help them to meet the temporary or permanent undermining of their economic security.

Again the household workers find themselves at a decided disadvantage. The vast majority of such employees are not covered by workmen's compensation, but are dependent either on their own resources or on their employers for voluntary financial aid and care in case of injury. While some employers do assume such responsibility for their workers injured in the course of their duties, it is difficult for other homemakers to take over this burden -- they are not financially able to do so.

By Way of Illustration

The survey of household workers in Washington, D. C., in 1940 indicated that the payment of compensation in case of accidents to employees is far from a general practice in that city. Among 447 employers only 8 percent reported that they had made such provisions for their workers. For 10 percent of the full-time employees, 8 percent of the part time workers, and 4 percent of the day workers such guarantee of benefits had been provided.

Hazards in the Home

Despite the generally accepted concept of a home as a place of safety and shelter, the X-ray of statistical research gives quite a different picture for many households. The frequency and severity of home accidents occurring to both members of the family and workers on the premises, indicate that hazards lurk for the unwary or the careless. The National Safety Council reports that home accidents resulted in death for 32,500 people in 1943. While such a figure represents about 7 percent increase from 1942, deaths from industrial accidents dropped 3 percent during that year. In addition to the home-accident fatalities, the National Safety Council cites nearly 5,000,000 home injuries in the year, thousands of which resulted in some permanent disability.

Accidents to workers may be caused by many conditions, activities, and materials common to homes such as: Wet or polished floors, loose rugs; stairs, cellar and attic steps; climbing, reaching, lifting, carrying; fires, gas, electricity, fuel oils, cleaning chemicals, scalding fluids; hot irons, sharp utensils, fragile glass, and china; and a multitude of other causes that housewives discover after workers have become victims, irrespective of who is to blame.

A Sample Report

A report on accidents to employees in personal-service trades in 1932-33 by the Ohio Department of Industrial Relations revealed that the greatest percentage of accidents occurred to women in household employment. A larger proportion of the injuries to household workers than to employees in any of the other occupations caused over 7 days of disability. Over 70 percent of the women household employees who were hurt had wages of less than $15 a week.

In the Long Run

Though the household worker may make a complete physical recovery after an accident from which she has suffered injury, there may be a sequal to the story which all who run do not read. The nest egg which she had carefully laid by as a means of subsistence when she found herself laid on the shelf may have been consumed as a result of the unexpected emergency. Even so, if she were then entitled to receive old-age benefits she would have some means of livelihood.

THE INROADS OF ILLNESS

Time out for illness means a complete loss of earnings for many household employees. Though housewives as employers cannot necessarily be expected to pay wages for labor not received, some definitely do not dock their workers, especially those long in their employ, for sickness of short duration.

In the Washington, D. C., 1940 survey on household employment, 28 percent of 489 employers reported gave full wages to their employees when sick and 6 employers paid part of the wages. This policy was extended to part-time and day workers as well as to full-time help. Among the 136 employees receiving full pay, 103 were full-time, 22 part-time, and 11 day workers.

Also the employer may occasionally help to pay doctor's or hospital bills for workers. In the Washington survey, however, few employers were reported as assuming such responsibilities. Among 491 household employees, only 9 percent had received medical care wholly at the employer's expense. Ten percent of the full-time workers, 5 percent of the part-time group, and 6 percent of the day workers were given free medical care.

With or Without Benefits

Lacking a general government-sponsored sickness benefit or health insurance program in this country, individuals must work out their own solutions as to how best to weather the inroads made by illness on their resources. Workers in various fields, and even some in household employment, participate in some private schemes that provide sick benefits.

Double-Barreled Attack

Therefore illness is often a double-barreled attack on household workers' security. Not only do they lose their pay, but also they must somehow furnish the wherewithal to meet the expenses of illness, which are even more likely than accidents to eat up the nest egg designed by foresighted individuals for old-age maintenance.

Whatever the cause of illness among workers who have tended to live close to a bare subsistence level, it is the community that pays -- and pays again when advanced age means no work, no insurance benefits, and often more illness. Thus on this score old-age insurance is a protection not only to the worker but to the taxpayer.

THE BURDEN OF FAMILY RESPONSIBILITIES

Take a hypothetical, though a not too probable case, that of a woman household worker who has lost no time or money from unemployment, accidents, or illness, who as a steady and skilled worker has received fair remuneration for her labors throughout her working life, what is the vista for her as she sees old age creeping on and job opportunities fading out? Certainly she is not discouraged if she can boast of sufficient savings in banks or bonds. But she is more likely to find herself wondering how she can exist on her slender means, if like many wage-earning women she has had to help to support dependents, and has been able to salt away little if any money for her declining years.

SUPPORT OF DEPENDENTS

Among employed women in general, the great majority make contributions to their families, Women's Bureau studies prove. Large proportions of single and married, as well as widowed women have heavy financial obligations for children, elderly parents, invalid husbands, or other relatives. In many instances these burdens may vary in inverse ratio to the size of the pay envelope of the woman worker.

Probably a number of women who enter the field of household employment are members of underprivileged families to whom they must make regular contributions, but the normal support of whom is too often complicated by an abnormal number of emergency expenditures.

An Old-Age and Survivors Insurance Bureau survey of Negro women household workers in Baltimore in 1941 revealed that about one-half of the household workers who were employed or seeking work had dependents. The majority of women with dependents were either married or had been. Thirty-seven percent of the single women had dependents. About 55 percent of the women with dependents supported children under the age of 18.

The survey also showed that only about 28 percent of the married Negro women in Baltimore had husbands who were insured under the old-age and survivors insurance program at the end of 1940. A similar survey of white household workers in Chicago showed less than half of the married women household workers had husbands who were insured under this program.

HEADS OF FAMILIES

A special analysis of 1930 census data on gainfully employed homemakers is very revealing as to their support of dependents. Of such women employed away from home, 16 percent of the "servants, waitresses, etc." were the sole wage earner in their family - a larger proportion than for any other one occupational group. The largest **numbers** of families with a woman head, 266,800, were those in which the homemaker was employed as a "servant, waitress or allied worker." Over a third of the families of women homemakers employed in such work had a woman head.

Women who are responsible for the maintenance of dependents shouldn't have to worry over the unceetainty of some member of the family coming to their support when they reach old age, or over the need to apply for relief for themselves or dependents. Domestic workers who have been employed in hotels or restaurants are covered by old-age and survivors insurance. If however, they have been engaged in similar work in private households they are not eligible for such benefits, though as respectable, hardworking, useful citizens they certainly have the right to similar protection. In fact such workers fail to understand their exemption from the legal safeguard for old-age maintenance.

The Case for Survivors

Analysis of the family responsibilities of women at work leads to emphasis on their need for survivors' insurance. Obviously, when women who are the sole mainstay for members of a family unable to support themselves succumb to death, their dependents - left without insurance or other means - are in desperate straits. Even when wage-earning women are only partially responsible for family maintenance their death may cause a serious situation. Since large numbers of household workers, just as women in other types of employment, do carry such heavy economic responsibilities - and seemingly to an even greater degree than the other women, it is certainly a short-sighted policy not to allow household workers, while they are breadwinners, to participate in a system for building up safeguards not only for their own old age but for their survivors.

LACK OF LEGAL SAFEGUARD

One of the most glaring causes of insecurity to household employees is the lack of coverage by legal safeguards that apply to workers in many other occupations. Exemption from the aid and protection offered by social and labor legislation is one of the underlying reasons that make it difficult for household employees to save for emergencies. Such exclusion is a legitimate reason for complaint among these workers and is a contributory factor in causing this field to remain unstandardized and unattractive to job seekers.

STATE WAGE AND HOUR LAWS

To date 26 States and the District of Columbia have a minimum-wage law, but Wisconsin is the only one that has brought household workers into the field of those covered by such a protective measure. Some years ago this State issued an order setting a minimum rate for such employees. Similar action is possible in other States under their minimum-wage legislation, but in some States the law definitely exempts domestic workers in private homes.

Of the 43 States and the District of Columbia which have maximum-hour legislation for women, Washington State is the only one that has passed a law limiting hours for household employees - the legal maximum being 60 hours a week. To administer such a law requires an educational campaign to secure compliance and a sufficient appropriation to prevent violations. Homemakers groups are divided on the desirability of legal regulation of hours. The proponents realize that the long hours required of workers in many homes are one of the great stumbling blocks to women in this type of employment and the cause of discontent and labor turn-over. Though the war period has brought shorter hours for many household employees, there are no generally established means of holding these gains.

STATE WORKEMEN'S COMPENSATION LAWS

Every State but Mississippi has legislation guaranteeing compensation to industrial workers who become victims of accidents while at work. Only two States, California and Ohio, include household workers under the compulsory provisions of such laws, though in Ohio employers with fewer than three workers are not required, though they may elect, to insure them. In a number of other States housewives may voluntarily come under the law, realizing that it is a protection to themselves as well as to their employees.

FEDERAL FAIR LABOR STANDARDS ACT

The Federal wage-hour law assures some measure of security to millions of workers by setting a floor below which wages may not fall and a ceiling to hours beyond which overtime rates must be paid. This law, however, does not and cannot apply, according to the interpretation of the Constitution of the United States, to household workers since they are engaged in intrastate occupations.

UNEMPLOYMENT COMPENSATION LAWS

As previously stated in this report, New York is the only State that gives any household employees the guarantee of unemployment insurance but the law applies only to establishments employing four or more workers. Thus even in this State the great majority of workers in private homes lack this form of security.

WITHOUT THE HELP OF LAWS

Indicative of the efforts made by household workers to prepare for the inevitable "rainy day," since the law offers them practically no helping hand, are data complied by the Old-Age and Survivors Insurance Bureau. Its survey of Negro women household workers in Baltimore in 1941 revealed that most of the women interviewed were trying to provide for some little security through private insurance. Four-fifths of these women had made insurance payments -- half of them for life insurance and half for sickness, accident, or burial insurance. The largest proportion had made payments ranging from 25 to 50 cents per week.

The majority of the Washington, D. C., household workers interviewed in 1940 by the YWCA also carried some type of insurance--life or burial, accident or sickness. Some policies offered a combination of benefits, and some women carried more than one policy. Average weekly expenditures for this security for Negro workers ranged from 23 to 78 cents and for white employees from 25 to 62 cents. Negroes in the lowest weekly wage group paid the highest insurance premiums. A larger number of women in the upper wage levels carried some kind of insurance.

Such information also illustrates the need to bolster such efforts by legal support, and to provide a system that would enable those with lower earnings as well as the better paid women to be protected - under a sound compulsory system.

NEED FOR O.A.S.I. - Q.E.D.

As to the need to extend old-age and survivors insurance to household workers we might conclude the discussion with the symbol, which harks back to our study of geometry - Q.E.D. (Quod erat demonstrundum).

Of all types of labor legislation in this country, old-age insurance offers itself as a feasible first step to be taken in the effort to build up security for men and women employed as workers in private homes. If taken as promptly as possible by the Congress - no State action being necessary - this step will help to promote the interests not only of the household employees and their families, but of housewives seeking more competent workers and of communities wanting reductions in the burden of caring for needy old people.

Thus the measure, requiring only a very small tax from both the household employees and their employers, will bring widespread benefits. To summarize, O.A.S.I. if extended to household employees will help:

To bolster their security undermined by low wage in many instances, by lack of trade union benefits and legal safe-guards, by little if any protection against unemployment, accidents, or illness, by the need to support dependents, partially or wholly.

To protect the workers against a penniless old age and their survivors against going "on relief."

To encourage standardization as to training and employment conditions.

To make the field more attractive to job seekers who want employment covered by good labor standards and legal safeguards.

To help meet postwar unemployment problems by absorbing more of the demobilized war workers.

Miss Miller July 6, 1945

Elisabeth Benham

Bills relating to Social Security Program received between March 24th and July 6th.

S. 808. April 2. Mr. Langer.

To amend the Social Security Act, as amended, for the purpose of permitting the coverage of ministers of religion, and other officers or employees of churches and religious organizations under the old-age and survivors insurance provisions of such Act.

S. 878. April. 17 Mr. Wagner (for himself, Mr. George, and Mr. Murray).
H.R. 2808. March 27. Mr. Weichel.
H.R. 2912. April 17. Mr. Lynch.
H.R. 2987. April 23. Mr. Gearhart.

To amend title II of the Social Security Act, as amended, by giving insurance credits under the Federal old-age and survivors insurance provisions of that Act for military service, and for other purposes.

S. 1021. May 17. Mr. Stewart.

To amend the Social Security Act, as amended, for the purpose of enabling self-employed individuals to secure coverage under the old-age and survivors insurance provisions of such Act.

S. 1050. May 24. Mr. Wagner (for himself and Mr. Murray).

To provide for the national security, health, and public welfare. (See attached brief summary.)

S. 1147. June 14. Mr. Magnuson.

A form of the "Townsend" plan.

H.R. 2715. March 21. Mr. Ramey.

Amending title II of the Social Security Act to provide insurance benefits for any wife, irrespective of her age, who was married to and living with an insured individual for ten years or more prior to the date he attained the age of sixty-five.

H.R. 2757. March 23. Mr. Ramey.

To permit recipients of old-age assistance under the Social Security Act to perform any remunerative work they may be able to secure.

H.R. 2787. March 27. Mr. Wasielewski.

Amending title II of the Social Security Act to provide that active service in the armed forces shall not result in either the lessening, or complete loss, of insurance benefits.

H.R. 3107. May 2. Mr. Weiss.

To provide for reducing eligible age from sixty-five to sixty und provisions of Federal Old-Age and Survivors Insurance benefits.

Miss Miller March 24, 1945

Elisabeth Benhan

Bills relating to Social Security Program received between February 22nd and March 24th.

S. 571. February 19. Mr. Langer.

To amend the Social Security Act so as to provide for the issuance of annuity bonds.

S. 690. March 6. Mr. Pepper.

To provide every adult citizen in the United States with equal basic Federal insurance, permitting retirement with benefits at age sixty, and also covering total disability, from whatever cause, for certain citizens under sixty; to give protection to widows with children; to provide an ever-expanding market for goods and services through the payment and distribution of such benefits in ratio to the Nation's steadily increasing ability to produce, with the cost of such benefits to be carried by every citizen in proportion to the income privileges he enjoys. [A form of the "Townsend" plan. Replaces old-age assistance and insurance in present act.]

S. 753. March 16. Mr. Wherry.

To amend the Social Security Act, as amended, for the purpose of permitting States, and political subdivisions and instrumentalities thereof, to secure coverage for their officers and employees under the old-age and survivors insurance provisions of such Act.

H.R. 2283. February 20. Mr. Weiss.

To amend the Social Security Act. [To exempt annuities, etc. up to $2,000 a year from taxation.]

H.R. 2422. March 1. Mr. Lynch.

To establish and provide for a system of old-age and survivors insurance for employees of religious, charitable, educational, and certain other organizations, and for other purposes. [An amendment to the Social Security Act.]

H.R. 2469. March 5. Mr. Havenner.

To amend the Social Security Act. [To cover employees of utilities, previously operated under private ownership, acquired by a municipality.]

H.R. 2491. March 6. Mr. Anderson of New Mexico.

To increase the maximum monthly payment made by States to individuals for old-age assistance which will be matched by the Federal Government [from $40 to $60].

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H.R. 2505. March 6. Mr. Grant of Indiana.

To make certain legally adopted children eligible for child's insurance benefits under title II of the Social Security Act.

H.R. 2580. March 12. Mr. Beckworth, and
H.R. 2659. March 16. Mr. Weichel.

To give credit to veterans, for purposes of title II [Old-age insurance] of the Social Security Act, for certain service in the armed forces.

H.R. 2582. March 12. Mr. Bunker.

To provide for disregarding small amounts of compensation for casual labor in determining need for the old-age assistance provided for pursuant to title I of the Social Security Act.

H.R. 2594. March 12. Mr. Angell.

To provide for compensation to blind persons for loss of earning power due to blindness. [To be administered by the Social Security Board.]

H.R. 2653. March 16. Mr. Ludlow.

To amend section 209 (e) of the Social Security Act approved August 14, 1935, as amended. [Provides limited annuity for persons not "fully insured."]

FDB/ml

WOMEN WORKERS AND OLD AGE INSURANCE

Just over 8¼ million women had wages taxable to provide old age insurance in the initial year of such tax collection, 1937. This is shown by an analysis recently completed by the Bureau of Old-Age Insurance. Women constituted 27 percent of those covered, though they were but 22 percent of all persons employed at the last census. The situation varies in different States.

Women less than 25 years of age constituted almost the same proportion among those covered by old age insurance as among all employed women, just over 37 percent. However, in this first year, a considerable group of older employed women apparently were not covered by old age insurance. At the last census 28 percent of the women employed were 40 or over, nearly 14 percent 50 or more. But only about 19 percent of the women whose incomes were taxable for old age insurance were 40 or over, nearly 7 percent 50 or more. With the working population increasing in age, it is probable that this discrepancy is even greater than this comparison with the last census reveals.

The average of the earnings of all women, $525 in the year, was only slightly more than half that of men, $1,027. The earnings of the younger women more nearly approached the standards of men's wages than was the case for older women, as the following shows:

	Ration of women's to men's average year's wage
All age groups 1/	52
20 - 24	69
25 - 29	60
30-- 34	53
35 - 39	50
40 - 44	49
45 - 49	49
50 and over	52

1/ Total exceeds details

Taxable wages amounted to less than $200 in the year for nearly 31 percent of the women, though for only 19 percent of the men. This does not necessarily mean that no more was earned. Many women covered may have been employed during part of the year in some exempt occupation. For 54 percent of the women, taxable earnings were less than $500, and for only about 14 percent were such earnings

$1,000 or more; they were $2,000 or more for only about 1 percent of the women but more than 12 percent of the men.

Negro women numbered 335,000, or 4 percent of the total, the proportion increasing to 9 percent or more of all women in 13 States and the District of Columbia, in 6 of these over 15 percent. However, Negro women are 17 percent of all gainfully employed women according to the latest census. The average year's wage taxable for Negro women was $247, about 54 percent as high as that of Negro men and 47 percent as high as that of all women.

Reports also are available for new applicants for account numbers in 1938, more than 2 million of whom were women (about 36 percent of the total). Increasingly large proportions of applications are received from women, their proportion in the first quarter of 1938 being 32 percent, in the last quarter 41 percent. These new applicants include various groups, such as those who have been at work before but have just entered covered industries. However, more and more of them represent persons newly entering the labor market. Though nearly half these new applicants were under 25 years of age, many were older women--19 percent were 40 years of age or more, 8 percent were 50 or older.

Early form (5)

Women Workers and Old-Age Insurance

During 1937, taxes to provide old age insurance were collected for just over 8,250,000 women whose total taxable wage during the year amounted to about $4,335,000,000, according to preliminary reports recently issued by the Social Security Board. These women formed 27 percent of all such persons, and their total wage 16 percent of the total taxable wage.

More than one-third of the women included were under 25 and more than half under 30, while nearly 7 percent were 50 or older, and nearly 20 percent 40 or older. Negro women numbered nearly 335,000, or 4 percent of the total. In 13 Southern States and the District of Columbia Negro women were 10 percent or more of all women, and in 7, between 15 and 23 percent.

The average earnings of all women, $525 in the year, was only slightly more than half that of men, $1,027. Negro women averaged $247 for the year, about 54 percent of that of Negro men. Taxable wages amounted to less than $200 in the year for nearly 31 percent of these women. This does not necessarily mean that no more was earned. Many women covered may have been employed during part of the year in some exempt occupation. For 54 percent of the women, taxable earnings were less than $500, and for only about 14 percent were such earnings $1,000 or more, and $2,000 or more for less than 2 percent.

During 1938 more than 2,100,000 women applied for account numbers for old-age insurance, forming 36 percent of the total. In each of the four quarters the proportion of women increased, being nearly 32 percent in the first, and 41 percent in the fourth quarter. It is pointed out that as new applicants more and more represent persons just entering the labor market, increasingly large proportions of applications are received from women since they constitute a larger part of new workers than they do of all workers at any one time. The observation is borne out by a comparison with the percent women formed of all workers covered during 1937. Nearly half of the women seeking account numbers in 1938 were under 25 and more than six-tenths were under 30. However, 8 percent were 50 or older and 19 percent, 40 or older.

U. S. DEPARTMENT OF LABOR
WOMEN'S BUREAU
Washington

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file copy

October 24, 1944

TABULATIONS AND BREAKDOWNS USEFUL TO THE WOMEN'S BUREAU FROM THE BUREAU OF OLD AGE AND SURVIVORS INSURANCE DATA

The Women's Bureau would find useful tabulations showing the distribution of women by earnings in each industry and the distribution of women by age in each industry. Other desirable tabulations would include the average earnings of women in major woman-employing industries by broad age groups, and also by race. It would also be of interest to know the annual earnings by industry of women employed in all four (or fewer) quarters of the year. Breakdowns by State would also be desirable.

In general, the more specific the information the more immediately useful information on earnings would be. For example, this past year the Women's Bureau would have liked to know the level of earnings and the characteristics of the women employed in the canning industry in New Jersey. Similar data will be useful in connection with studies now under consideration of women in service industries and in trade.

Details of earnings, age and industry classifications that the Women's Bureau would prefer are shown in the following pages.

Earnings

The wage intervals used for women in "Employment and Wages of Covered Workers, 1940" are satisfactory. They follow:

$ 1 - $ 199
200 - 399
400 - 599
600 - 799
800 - 999
1,000 - 1,199
1,200 - 1,399
1,400 - 3,000 (This is equivalent to $1,400 and over, since earnings over $3,000 a year are not recorded.)

Industry

The industry breakdown used in "Employment and Wages of Covered Workers, 1940" does not show details in certain industries which are important employers of women. The following list shows the breakdown that was used, along with industries the Women's Bureau would like to have added (indicated by an asterisk). All industries of particular interest to the Women's Bureau are underlined.

- Mining and quarrying
  - Metalliferous mining
  - Anthracite mining
  - Bituminous coal mining
  - Crude petroleum and natural gas production
  - Nonmetallic mining and quarrying

- Contract and construction
  - General contractors--building cons.
  - General contractors, other than building construction
  - Special trade contractors (subcontractors)

- Manufacturing
  - Food manufacturing
    - *Canning and preserving fruits, vegetables and sea food
    - *Other food industries
  - Tobacco manufacturing
  - Textile mill products
    - *Cotton manufactures
    - *Knit goods
    - *Other textile mill products
  - Apparel and other finished articles made from fabrics
  - Basic lumber industries
  - Finished lumber products
  - Paper and allied products
  - Printing, publishing & allied industries
  - Chemicals
  - Products of petroleum and coal
  - Rubber products
  - Leather and its manufactures
    - *Footwear industries, except rubber
    - *Leather and leather products, except footwear.
  - Stone, clay and glass products
  - Iron and steel and their products
  - Nonferrous metals and their products
  - Electrical machinery (including radios and refrigerators)
  - Machinery other than electrical
  - *Transportation equipment
    - *Aircraft and parts
    - Automobiles, bodies and parts
    - Other transportation equipment
  - Miscellaneous manufacturing

- Transportation
  - Street, suburban and interurban railways (other than interstate railroads) and city and surburban bus lines
  - Trucking and/or warehousing for hire
  - Other transportation, except water trans.
  - Water transportation
  - Services allied to transportation, not elsewhere classified

- Public utilities
  - Communications
  - *Telephone (wire and radio)
  - Telegraph, commercial radio, and related services
  - Utilities: light, heat, and power companies, electric and gas
  - Other local utilities and local public services

- Trade
  - Wholesale trade
  - Wholesale and retail trade combined
  - Retail general merchandise
  - Retail food
  - Retail automotive
  - Retail apparel
  - Retail trade not elsewhere classified

- Finance
  - Bank and trust companies
  - Investment banking and security speculation
  - Finance agencies not elsewhere classified

- Insurance
  - Insurance carriers
  - Insurance agents and brokers

- Real estate
  - Real estate dealers, agents, and brokers
  - Real estate, insurance, loans, law offices; any combination
  - Administrative offices and holding companies

Service
  Hotels, furnished rooms, camps, and other lodging places
  Eating and drinking places
  *Laundering, cleaning, and dyeing services
  Personal service
  Business service not elsewhere classified
  Employment agencies and commercial and trade schools
  Automobile repair services, garages and filling stations
  Repair services and miscellaneous handtrades not elsewhere classified
  Agricultural and horticultural services and related services
  Amusement, and recreation and related services not elsewhere classified

Professional service
  Medical and other health services
  Law offices and related services
  Educational institutions and agencies
  Other professional and social service agencies and institutions

Other
  Private business organizations not elsewhere classified
  Membership organizations, such as trade associations, trade unions, etc.
  Services for government agencies

Unclassified

Age

The following age break used in tables in "Employment and Wages of Covered Workers, 1940" would be useful to the Women's Bureau:

Under 20
20 - 24
25 - 29
30 - 34
35 - 39
40 - 44
45 - 49
50 - 54
55 - 59
60 - 64
65 - 69
70 and over

If combinations of these details were made, we should still like to have breaking points at 35 and 45 years as these are of concern in the employment problems of women. A breakdown such as the following would be satisfactory:

Under 20
20 - 24
25 - 34
35 - 44
45 - 54
55 - 64
65 and over

Just
File Copy

October 25, 1944

Note on Bureau of Old Age and Survivors Insurance Tabulations

The attached suggestions as to tabulations of Bureau of Old Age and Survivors Insurance data relate to the punch card material now in use. It might be possible also to arrange with them for a special study which would provide information of particular interest to us. Such a study undoubtedly would have to be arranged for apart from the material under discussion, which is obtained as a by-product of their regular activities.

It is not clear from Director Pogge's letter of October 18 wherein these are new tabulations, unobtainable before.

1. Industry is given apparently on the annual card only, not on the continuous work history card.

2. Annual earnings by industry (though not by sex) were published in 1940; in 1939 total taxable wages of women were shown for individual industries, so that average earnings of women in separate industries could be obtained.

Apparently, however, more extensive cross-tabulation may be available than previously. On each 1943 Annual Employee Summary card, which is punched for a sample of 4 percent of all accounts, there appears Industry in which most recently employed. This means that we can get for women with accounts such information as:

Distribution of all women by most recent industry

For a specified industry (with all workers classified by "most recent industry"):

Distribution by State where most recently employed
Distribution by race
Distribution by amount of wages earned in covered employment in 1943
Number of women employed a) in one State b) in more than one State
Number of women employed in each of 1, 2, 3, or 4 quarters of the year
Number of women working for a) one employer b) more than one employer

The cards as shown in the material received from the Bureau of Old Age and Survivors Insurance will not provide the following information, which would undoubtedly require special handling of the individual employee ledger account before cards are punched:

1. Secondary or prior industries of the workers

2. Earnings of the worker segregated according to the industry from which derived.

IN REPLY REFER TO
FILE No. ACT

FEDERAL SECURITY AGENCY
SOCIAL SECURITY BOARD
WASHINGTON, D. C.

July 20, 1943

Mrs. Mildred Crowder
Woman's Bureau
Department of Labor, Room 1218
Washington, D.C.

Dear Miss Crowder:

I am glad to send you two copies of Mrs. Van Eenam's memorandum on the experience she was able to locate as to the same or differing retirement ages for men and women in industrial pension programs. I am also glad to set down factors leading to a consideration of age 60 for women in the Wagner Bill:

(1) Although among young couples there is customarily only a couple of years difference between the age of the husband and the age of the wife, the evidence piled up by the Bureau of the Census is that at retirement in the neighborhood of 65 to 70 the husband seems from 5 to 7 years older than his then wife. In the population as a whole, we have drawn the conclusion that possibly 55% to 60% of men age 65 and over are married, and that about half of the married men have wives age 65 and over. Half as many again of the wives seem to run from 60 to 65. Therefore, an increase in benefits to the wives of retired workmen which bars about 1/3 of the wives age 60 and over has seemed harsh to those interested in social insurance. It is awkward to find a stopping place, however, because going down 5 more years at a time seems to bring in about half as many as in the age group immediately above.

(2) Being impressed with the plausibility of granting an extra income to a wife, even though she may be under age 65, moves on to consideration for the widow who is between 60 and 65, so that the next step is to add benefits to the widows of men who have been covered for old-age and survivors insurance, if the widow is age 60 or over.

(3) Having dealt thus generously with the wives and widows of primary beneficiaries, permitting benefits to begin as early as age 60 brings up for consideration next the working women themselves. Surely, if the woman who hasn't earned the benefit gets it for being a wife (maybe she has earned it), those who have been contributors on their own responsibility ought to have benefits at as early an age. It is known that in England not long ago in social insurance the age for women was lowered from 65 to 60 on very much this line of argument, and, the change having transpired before the Beveridge plan came into discussion, the correction back to 65 when other corrections were being made would have seemed a little harsh. Sir William Beveridge did recommend giving no more benefits to widows who were under 60 years of age and had no children to look after. He did recommend giving no more benefits to

men or women at reaching a given age such as 60 or 65, but only at subsequent retirement. It is most impressive, however, that in the cost figures in the Beveridge program most decidedly the lion's share of the outgo is for women and a very minor portion is for men. It was believed in the United States that plans with differentials in favor of lower ages for women were common in American industry. Mrs. Van Eenam's memorandum attached seems to show that the belief was not too well backed up in fact. As I told you over the phone yesterday, this lower age for women is probably a hangover from the general disbelief in employment for women anyway, with a desire to get rid of them at an early age and save the concern from the extra difficulties accompanying the use of women. Since under a belief of this sort the number of women employed was probably small, the proportionate cost for generosity to a limited number of women would not be high. We have a corresponding situation in certain States in benefits to the blind, where we know that the number of the blind is very limited and generosity won't cost too much money.

(6) Over a good many years there has been a tendency to think of liberalization as a basic good. In liberalizing social security benefits, therefore, giving payments for a longer period of time to a large number of women, fits into the concept of liberalizing benefits.

Against all this background, there is now what may be a much healthier attitude towards employment. Getting beyond the depression years, finding that there are more things to be done than there are people to do them and that, even after the war, the world demands call for output of a very high order and a very consistent and persistent type, argues against finding excuses for removing people from gainful employment. It seems probable that the age of 65 came into common use in a rather mistaken way. Two or three decades back, the proportion of the aged in the population was very slender. The recognition of a return to a normal proportion of older people in the community was slow in developing, and the industrial revolution had witnessed the very rapid growth of personnel in huge corporations, with a maturing of general policy and the discovery of a handful of elderly people who had been somewhat outdistanced in this development. They belonged essentially to an earlier era. The responsibilities were of a more strenuous type today. The relationship of these pioneers to the working force was always such that buying them off from their jobs by pensioning cost very little. The sociological viewpoint that for society as a whole every man withdrawn from production is a dead weight against society had no consideration whatever. Many of the pioneers in all reality might have worked 70- or 80-hour weeks over a long term of years. In many ways they can be said to have earned by telescoping their working time an earlier retirement. It doesn't make much sense when we are spreading work as thin as 36 to 40 hours a week, and there is little chance of building up that advance earning to warrant early pensions today.

Just as Sir William Beveridge stresses this point in his report, that there should be a deferment to the latest possible point of time before men retire, in order that the post-war world catch up more rapidly and live on a higher level, so I have a feeling that we would have a much more realistic appraisal of the value of retirement allowances if we thought of 70 as a reasonable retirement age, with a chance to anticipate this age only when the telescoping of work has pushed an awful lot of work into a short period, or when the individual foregoes the possible satisfactions as he goes along so as to retire early and make the most of his free years because of past individual thrift. There is a third situation where people simply play out, which can be met by invalidity grants.

Moreover, the fact that women have much more tenacity upon life itself than do men, and that, whereas a man of 65 may expect to live 12 more years, a woman of 65 may expect to live for fourteen ~~more~~ years, argues for a later retirement age for women than for men. We might, thinking of man as the weaker vassal, put his age at 68 and the woman's age at 70, expecting them both to live about the same length of time after retirement.

As you requested, I am also sending a copy of this material to Miss Christman of the National Woman's Trade Union League.

Sincerely yours,

W R Williamson

W. R. Williamson
Actuarial Consultant

Enclosures

ACT

June 21, 1943

Mr. W. R. Williamson

Mrs. Van Eenam

Differentials by Sex in Retirement Ages Under Private Retirement Plans

The Social Security Board Library received a request from some Congressman as to whether or not there was any published material giving reasons for the differential in retirement ages by sex under private retirement plans. The Congressman seemed to be of the opinion that most provided a differential. I was unable to find any statement as to the underlying reason for a differential where one exists. However, I was able to indicate the percentage of group annuities with such differential.

Prior to 1938, about 66-2/3% of the plans provided the same retirement age for both sexes. About 90% of the group annuities written during the period 1938-1940, provided for no differentiation; of those written in 1941-1942 about 85% do not provide for any differentiation. In almost all cases the normal retirement age is 65, and when there is differentiation the retirement ages are 65 and 60, respectively.

Under the plans for the air transport companies, a lower age is usually adopted for pilots and women than for other employees.

I telephoned this information to the library and suggested if they could obtain Mr. Buck's article, published by the American Management Association in 1930, "What are the Flexible Age Requirements of Industrial Pension Plans and How do They Operate?"--there might be some reason given for a sex differential. If this pamphlet is obtained, they will send it to me.

W. Van Eenam

Distribution of old-age + survivors insurance account holders and applicants

Year and Quarter	Estimated number of account holders		Applicants		
				Female	
	number	Percent of population	Total	number	Percent of total
	(add 000)				
1940	50 400	49.2	5,226,688	2,146,656	41.1
January-March	–	–	1,125,165	429,886	38.2
April-June	–	–	1,133,420	459 704	40.6
July-September	–	–	1,471,715	618,895	42.1
October-December	–	–	1,496,388	638,171	42.6
1941	56 500	54.5	6.677,584	2.976,117	44.6
January-March	–	–	1,340,974	510,025	38.0
April-June	–	–	1,859,862	817,357	43.9
July-September	–	–	2.067,425	916,273	44.3
October-December	–	–	1,409,323	732,462	52.0
1942	–	–	~~1,215~~ –	–	–
January-March	57 600	55.5	1,215,917	581,662	47.8
April-June	59 400	57.1	1,983,931	981,465	49.5

Source: Social Security Bulletin, October, 1942, pp. 57-58.

Distribution of applicants for old age & survivors insurance by sex & age April - June 1942.

Age group.	Total		Female		Percent female of total
	Number	Percent distrib.	Number	Percent distrib.	
Total	1,983,931	100.0	981 465	100.0	
Under 15	55 901	2.8	8 069	0.8	
15-19	1,074 918	54.2	487 650	49.7	
20-24	181 556	9.2	119 173	12.1	
25-29	100 111	5.0	72 622	7.4	
30-34	105 178	5.3	69 737	7.1	
35-39	109 889	5.5	68 623 ~~56 710~~	7.0	
40-44	100 346	5.1	56 710 ~~42 668~~	5.8	
45-49	84 379	4.3	42 668 ~~28 125~~	4.3	
50-54	65 004	3.3	28 125 ~~16 482~~	2.9	
55-59	46 477	2.3	16 482 ~~7 884~~	1.7	
60-64	30 901	1.6	7 884 ~~2 705~~	0.8	
65-69	17 402	0.9	2 705 ~~920~~	0.3	
70 and over	11 599	0.6	~~2 705~~ 920	0.1	
Unknown	270		97		

Source: Social Security Bulletin, October, 1942.

Other tables include detailed distribution by sex & age under 20 years.

July 9, 1941

Miss Ethel M. Smith, Assistant Chief
Labor Information Division
Social Security Board
Federal Security Agency
Washington, D. C.

My dear Miss Smith:

Your letter and the text on the Old Age and Survivors' Insurance, for use in our series on State Labor Laws Affecting Women, has been received. May I say that we are most grateful for your efforts and your hard work in presenting this complicated material in such a simplified manner. I am sure it will be most useful, not only for us but for other purposes as well.

We shall be pleased to run a line saying that the statement has been furnished by the Social Security Board.

Again thanking you, I am

Very sincerely yours,

Mary Elizabeth Pidgeon
Chief, Research Division

MEP:ld
MEP

Original letter in
Research Division

IN REPLY REFER TO
FILE No. 20:LI

FEDERAL SECURITY AGENCY
SOCIAL SECURITY BOARD
WASHINGTON, D. C.

INFORMATIONAL SERVICE

Return letter + carbon to M E P
(Original in Editing)

WOMEN'S BUREAU
JUL 9 - 1941
DEPARTMENT OF LABOR

July 7, 1941

Miss Mary Elizabeth Pidgeon,
Chief of Research Division,
Women's Bureau,
Department of Labor,
Washington, D. C.

Dear Miss Pidgeon:

In accordance with recent telephone conversation, we are sending you herewith a somewhat shorter digest of the old-age and survivors insurance provisions of the Social Security Act to replace the statement previously sent you.

In this version of the text we have succeeded, I think, in condensing sufficiently to bring the most essential points well within your two-page limit. In fact, we have made room for some points that were crowded out of the first text--which suits us better, and we hope will meet your needs.

As with the first text we sent you, we have been careful to have the enclosed statement checked and approved by the Bureau of Old-Age and Survivors Insurance, which administers the law. This is required procedure in the Social Security Board, to guard against error on our part and possible misinformation to the beneficiaries of the act. It also serves, however, to protect the users of any copy we prepare, provided of course our copy is not changed.

We hope you will feel you can use the enclosed copy without change. If this should not be so, please let us know so that any change you wish to make may be checked by us in the Social Security Board, and the Women's Bureau may thus avoid responsibility for any possible error. As a further safeguard, by the way, and if our text is used as it stands, you may wish to run a line saying "This statement furnished by the Social Security Board."

Sincerely,

Ethel M. Smith

Ethel M. Smith,
Assistant Chief,
Labor Information Division

Enclosure

OLD-AGE AND SURVIVORS INSURANCE

This is Federal Government insurance for wage earners and their families. It was provided by Congress in the Social Security Act.

Monthly Benefits Are Paid To Men and Women Workers at Age 65 or Over--

1. If they have been working on jobs covered by this insurance, at wages amounting to $50 or more in each of a minimum number of quarter-years; that is, in each of one-half as many quarters as have passed since January 1, 1937, when the Government insurance system was started (or since they were 21 years old, whichever date comes later) and before age 65. Forty quarters of credit are enough, however, to qualify workers for benefits at age 65.

2. If they have stopped work; or if their earnings on a job that is covered by this insurance amount to less than $15 a month.

   Jobs covered by this insurance include all kinds of work in mills, factories, mines, stores, offices, telephone or telegraph exchanges, hotels and restaurants, cafeterias, tea-rooms, candy shops, beauty parlors, and practically any other place of business or industry.

   Jobs not covered include chiefly domestic service, agricultural labor, government service (Federal, State, municipal), work for a railroad or for a nonprofit religious, educational, or charitable institution.

Monthly Insurance Benefits Are Paid Also--

To: Wives of retired workers at age 65 or over
Children of retired workers or orphans of insured workers if under 16, or under 18 if still in school
Widows of insured workers at age 65 or over, or at any age if they have young children of the deceased worker in their care
Dependent parents of deceased workers at age 65 or over.

Lump Sum Benefits Are Paid (if there is no member of the family immediately eligible for monthly benefits)--

To: Widowers of insured women wage earners
Widows not immediately eligible to monthly benefits
Other members of the family, if there is no widow or widower
Other persons who pay worker's burial expenses if no close relative is eligible (payment is in proportion to burial cost).

Amount of Benefits

The amount of the benefit payments in each case depends on the worker's Average Monthly Wage and the number of years in which her wages amounted to $200 or more on jobs covered by the insurance. The amount is calculated from her social security account.

For example: A woman 45 years old when the law went into effect, if she retires at age 65 after earning an average wage of $50 a month, will receive benefits amounting to $24 a month. If her average wage had been $100 a month, her benefit would be $30 a month.

The wife, child, or dependent parent of an insured worker gets half as much as the worker's monthly benefits, a widow gets three-fourths as much; but there are limits for any one family.

Monthly benefit payments on any one worker's account can not be less than $10 a month nor more than $85 a month. Lump-sum payments amount to six times the worker's monthly benefits, or cost of burial not exceeding that amount.

Worker's Social Security Account

Workers covered by this insurance have social security accounts--for each worker a separate account, kept by the Social Security Board under her name and account number. The worker applies to the Board for her account number when she gets her first job, and receives in return a card with her name and the number on it. She should keep this card carefully as she would keep an insurance policy.

The worker's wages as reported by her employer are credited to her account by the Social Security Board and the Board will send her a statement of her credits every year, if she asks for it.

Social Security Taxes

To pay for the old-age and survivors insurance system, workers and their employers pay taxes on the worker's wages. The worker's tax is one cent on each dollar of her wages. Her employer holds this out of her pay and turns it over to the Government with an equal amount of his own. Beginning in 1943 the tax rate will increase gradually until 1949, when it will be, for the worker and for the employer alike, three cents on each dollar of wages.

Claims for Benefits

To claim benefits, apply to the nearest office of the Social Security Board. There are such offices in about 500 localities.

For further information write to Social Security Board, Washington, D.C. or to the nearest field office of the Board. (Ask post office for address).

May 3, 1941

Mr. Max Stern, Director
Informational Service
Social Security Board
Washington, D. C.

My dear Mr. Stern:

Thank you very much for sending us the statements in popular form in regard to the State Employment Services and the Old-age and Survivors Insurance.

We greatly appreciate the assistance and cooperation of your staff in this matter and we shall find these summaries most useful.

Sincerely yours,

Mary Elizabeth Pidgeon
Chief, Research Division

MEP:ld

IN REPLY REFER TO
FILE No. 20:LI

FEDERAL SECURITY AGENCY
SOCIAL SECURITY BOARD
WASHINGTON, D. C.

INFORMATIONAL SERVICE

April 30, 1941

Miss Mary Elizabeth Pidgeon,
Chief, Research Division,
Women's Bureau,
United States Department of Labor,
Washington, D.C.

Dear Miss Pidgeon:

I am returning herewith the draft copy you recently asked us to check for subject matter: (1) a statement describing the function of the United States Employment Service and (2) an explanation of the old-age and survivors insurance system.

We submitted the copy to the bureaus concerned and obtained their suggestions. These are embodied in the revised draft we are enclosing. This seemed to us an easier way to offer our suggestions than making detailed comments on the original copy. We hope it will prove more convenient for you.

If we can be of any further service in connection with this project, please let us know.

Cordially yours,

Max Stern

Max Stern,
Director

Enclosures

THE STATE EMPLOYMENT SERVICE

The Illinois State Employment Service is a part of the United States Employment Service. It operates full-time employment offices in many cities in Illinois, with part-time offices in many towns and villages in the State.

This service is free to the public. It is paid for by the State and the Federal Government.

HOW THE EMPLOYMENT OFFICE HELPS THE WORKER

1. It helps the worker to get a job

   To get this help, the worker goes to the nearest local office of the State Employment Service and registers. She is asked by the employment office interviewer what kind of work she can do and what experience she has had. Also for any other information that might help in finding work for her. The employment office keeps a record of this, and as soon as it finds a job for which she qualifies, sends her to see the employer. He decides whether he will hire her.

2. It gives special attention to young or inexperienced workers by helping them to choose the line of work for which they are best fitted.

3. It receives claims for out-of-work benefits from unemployed workers who come under the State unemployment insurance law.

CONSULT THE NEAREST OFFICE OF THE ILLINOIS STATE EMPLOYMENT SERVICE

You can find the address in the telephone book or by asking at the nearest post office.

The 1500 State employment offices all over the United States keep in touch with each other. Therefore each office knows about job openings and employers' needs in all parts of the country. Your local employment office can help you find a job either in your home community or somewhere else.

Don't leave home to look for a job without first finding out from the Employment Office where there may be a propsect for you.

OLD-AGE AND SURVIVORS INSURANCE

This is Federal Government insurance for wage earners and their families. It was provided by Congress in the Social Security Act.

MONTHLY INSURANCE BENEFITS ARE PAID TO--

Men and Women Workers at age 65 or over--

1. If they have been working on jobs that are covered by this insurance;

2. If they have received wages amounting to $50 or more in each of a minimum number of quarter-years; that is, in each of one-half as many quarters as have passed since January 1, 1937 when the Government insurance system was started (or since they were 21 years old, whichever date comes later) and before age 65. Forty quarters of credit are enough, however, to qualify workers for benefits at age 65;

3. If they are no longer at work on a job covered by this insurance which pays $15 or more in a month.

Jobs covered by this insurance include all kinds of work in mills, factories, mines, stores, offices, telephone or telegraph exchanges, hotels and restaurants, cafeterias, tea-rooms, candy shops, beauty parlors, and practically any other place of business or industry.

Jobs not covered include chiefly domestic service, agricultural labor government service (Federal, State, municipal), and work for a non-profit, religious, educational, or charitable institution.

MONTHLY INSURANCE BENEFITS ARE PAID ALSO TO--

Wives of retired workers at age 65 or over
Children of retired workers if under 16, or under 18 if still in school
Widows of insured workers at age 65 or over
Widows of insured workers at any age if they have young children in their care
Orphans of insured workers if under 16 years, or 18 and still in school
Dependent parents of deceased workers at age 65 or over

LUMP SUMS ARE PAID TO--

Widowers of insured women wage earners
Widows not immediately eligible to monthly benefits. (Such widows will begin to receive monthly benefits at age 65 if not married again)
Other members of the family
Other persons who pay workers burial expenses, up to and in proportion to the cost

AMOUNT OF BENEFITS

Depends on amount of worker's Average Monthly Wage, and number of years in which her wages amounted to $200 or more on jobs covered by the law.

For example: A woman 45 years old when the law went into effect, if she retires at age 65 after earning an average wage of $50 a month, will receive benefits amounting to $24 a month. If her average wage had been $100 a month, her benefit would be $30 a month.

The wife, child, or dependent parent of an insured worker gets half as much as the worker's monthly benefits, but there is with a limit for any one family. Widow gets three-fourths as much as the worker's monthly benefit. Benefits cannot be less than $10 a month nor more than $85 a month.

Lump-sum payment amounts to six times worker's monthly benefit, or cost of burial not exceeding that amount.

WORKER'S SOCIAL SECURITY ACCOUNT

Workers covered by this Government insurance have social security accounts, kept for them by the Social Security Board. There is a separate account for each worker, under his or her name and a number to identify the account.

Each worker, therefore, has, or should have a social security account number card. She applies for this when she gets her first job. She should keep it carefully as she would keep an insurance policy.

Each account shows the wages the worker receives, as reported to the Government by her employer every three months. She can check up on this account every year.

When she claims her benefits at age 65 or after, her social security account is used to calculate the amount of benefits she is entitled to receive.

SOCIAL SECURITY TAXES

To pay for the old-age and survivors insurance system, workers and their employers pay taxes on the workers' wages. The worker pays one cent on each dollar of the wage he receives and his employer pays the same amount. The worker's tax is held out of his pay by his employer, who turns this money over to the Government with an equal amount of his own. Beginning in 1943 the tax rate will increase gradually until 1949, when it will be, for the worker and for the employer alike, 3 cents on each dollar of wages.

CLAIMS FOR BENEFITS

To get their benefits, workers and members of their families who may have a claim should apply to the nearest field office of the Social Security Board. There are such offices in about 500 cities and towns in the United States.

FOR FURTHER INFORMATION write to Social Security Board, Washington, D.C. or to the nearest field office of the Board. (Ask post office for address.)

See suggested substitute

From [illegible]
Sample for treatment of local state

THE PUBLIC EMPLOYMENT SERVICE

FEDERAL AND STATE -

The Public Employment Service performs two functions for the worker:

1. Gives her free help in getting a job.
2. Serves her in securing compensation when unemployed.

Where the Worker Goes to Seek a Job.

The worker who wants a job registers at the nearest State Employment Office. This office gives free service to workers and employers.

How the Office Serves the Worker.

The worker is given a private interview with an experienced employment officer. This officer makes a record of the kind of work and the wages the worker wants, and of other types of work she could do. The office refers the worker to a job solely on her ability to do the work. Whether or not the worker gets this job depends on her interview with the employer to whom the office sends her.

Special Service to Young Workers.

The Employment Service makes a special effort to help the young worker choose a line of work in which she is best fitted to succeed. Several public employment offices in Illinois have on their staffs trained junior counselors who make a careful study of the individual's abilities.

Local Office Knows of Jobs in Other Localities.

The local employment office has contacts with offices in other localities. If a job cannot be found in the locality, the office may be able to advise the worker as to opportunities elsewhere.

CONSULT THE NEAREST OFFICE OF THE ILLINOIS STATE EMPLOYMENT SERVICE

See suggested substitute

from [illegible]

OLD AGE AND SURVIVORS' INSURANCE

FEDERAL - Social Security Act

Workers Who Can Benefit.

Those who have

1. Reached the age of 65, and if then employed are earning not over $15 a month in any business or industry not excluded by the law.
2. ~~Has~~ Earned, during working life, as much as $50 in each of a certain number of quarter years, in any business or industry not excluded by the law. (The quarters required are: one-half of all quarter-years after 1937, or after the worker became 21 if not 21 until after 1937. After a total of 40 quarters have been worked in covered industries the worker needs no further quarters of work to establish eligibility.)

Occupations Excluded.

Agricultural labor; domestic service; employment in State or Federal government; those working for their own relatives; service for educational or charitable organizations.

Who Pays for This Insurance for the Older Worker?

This insurance is paid for by taxes on employers and workers in equal amounts. Such taxes are like premiums on any others kinds of insurance.

Amount of Tax Paid.

Until 1943, each worker pays 1 cent on each dollar of wages earned; and each employer pays 1 cent on each dollar of wages he pays out.

After 1943, this amount will increase, until by 1949 each worker and each employer will pay 3 cents on the wage dollar.

The Worker's Social Security Account.

The Federal Government establishes a social security account for each worker and credits the worker's wages to her individual account. In this way, an old age retirement income is built up for each worker on the basis of the wages earned.

The Worker's Social Security Number.

Each worker's account is identified by her name and individual social security account number. The worker applies for this number when she gets her first job, and is to use the same number throughout her working life. No two workers ever have the same number in the old age and survivors' insurance system.

How to Apply for Benefits.

The worker files a claim at a Social Security Board field office. This can be done a few months before she will be 65, or any time thereafter. The Washington office then determines -

1. Whether she is eligible to receive benefits
2. What amount she is entitled to receive

Benefit Payments

Benefits are paid monthly for the rest of the worker's life. Benefit payments may be as low as $10 a month. They cannot be more than $56 a month for an individual worker, or $85 for a family. The worker's individual monthly benefit is figured as a percentage of her average monthly pay, plus additional credit for each year in which she earned $200 or more in covered employment. For example, a worker who had averaged $50 a month for 20 years in jobs covered by the law would receive a monthly benefit payment of $24. If the worker had one dependent child, she would be paid $12 a month additional.

the exact limit in law

Benefits for a Wife or Widow Can Be Based on Husband's Wage.

Benefits are higher for low-paid workers

Since women's wages are low, their old age benefits, based on their own earnings, also tend to be low.

But a wife or widow at age 65 can claim benefits computed on her husband's earnings.

A wife can receive a benefit equal to one-half of her husband's benefit.
A widow can receive a benefit equal to three-fourths her husband's benefit.
(Additional benefits are allowable if there are children under 16, or under 18 if still in school.)

Anyone entitled to more than one benefit will be paid the larger amount.
No person can be paid more than one benefit.

For further information, write the
Social Security Board, Washington
Or the nearest Social Security Board field
office (ask post office the address)

Robinson

March, 1946

Automobile Facts

VOL. V, NO. 4—PUBLISHED BY AUTOMOBILE MANUFACTURERS ASSOCIATION

How to Cut Production Costs Poses Problem for Automotive Plants

WHY DOES YOUR NEWSPAPER cost five cents today instead of the three cents you used to pay?

The extra two cents is small enough to be ignored by most people. In the automotive industry the same problem which influenced publishers to boost prices is multiplied a thousandfold into customer dollars. Total manufacturing cost of each automobile produced today runs as much as 87 per cent higher than in 1941. Price tags are little changed because of government-imposed ceilings.

The publisher upped his price because of rising paper, printing, labor and materials costs. Automobile manufacturers have the same rising costs, but here the similarity ends.

On the one hand, the industry has higher costs for labor, raw materials, component parts, accessories and supplies; on the other, by decreasing productivity of workers. Only minor, if any, increases on ceiling prices for new automobiles have been granted. In this economic squeeze play, the industry turns to the cost-analysis engineers.

Today, these specialists are faced with the most intricate problem in automotive history: how to manufacture successfully—to "break even" if possible—with a high "floor" and a low "ceiling." Can costs be squeezed beneath the price tag?

The experiences of one company are reproduced in a "box score" on page 3. The automobile which cost $512 to manufacture in 1941 costs $1041 today and the "ceiling" price is $728, more than $300 less than actual cost! Whereas it took 87 hours to build the automobile in 1941, it takes 128 hours today.

What can the cost analysis engineers do with such a problem?

First, they can hope to expand production; huge uninterrupted volume is inherently the industry's greatest factor in cutting costs. But great volume has been impossible so far because production has been continually slowed and stopped by shortages of parts and supplies and strikes.

Second, they can strive to increase the productivity of workers, hopeful of cutting down the number of hours it takes to build an automobile. The seriousness of the problem is reflected in requests by manufacturers in recent labor negotiations for guarantees of greater manhour output, recognized standards of production and elimination of costly work stoppages. One company estimates that where manufacturing lines stand idle for *one day*,

(Continued on page 3)

Older WOMEN WORKERS

March, 1946

Automobile Facts

VOL. V, NO. 4—PUBLISHED BY AUTOMOBILE MANUFACTURERS ASSOCIATION

How to Cut Production Costs Poses Problem for Automotive Plants

WHY DOES YOUR NEWSPAPER cost five cents today instead of the three cents you used to pay?

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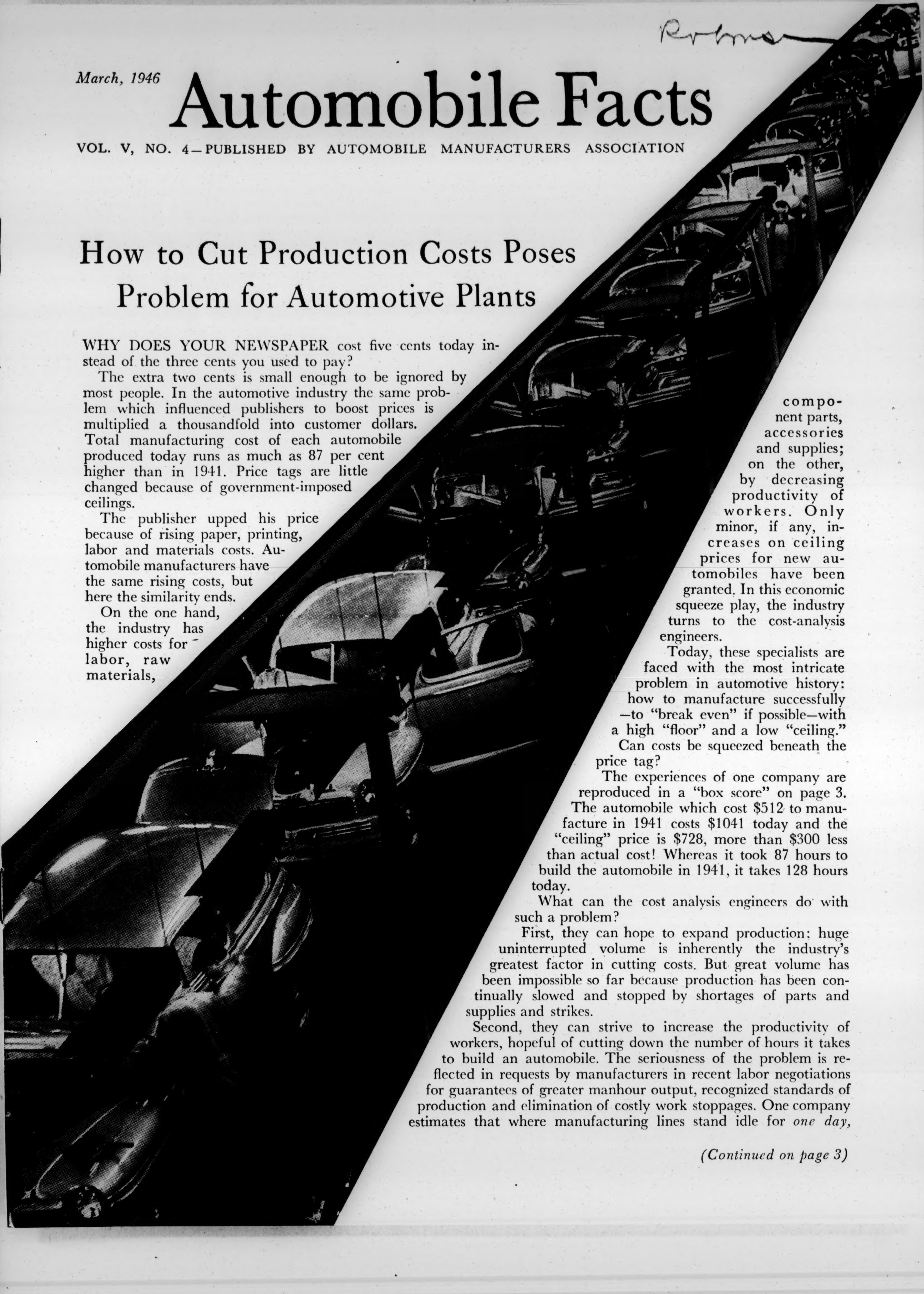

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(Continued on page 3)

Record Highway Building Program Will Get Under Way This Year

ACCORDING TO predictions of the nation's highway officials, Americans will witness a road-building boom of unprecedented proportions, starting this year.

This fact keynoted a recent convention of the American Association of State Highway Officials, where the report was made that "while 1945 was almost an all-time low, 1946 will probably mark an all-time peak in highway construction."

The war years saw road building in this country fall to less than half of what was done under normal conditions. Between 1936 and 1941, approximately 30,000 miles of highways were surfaced annually. By 1943, just 15,000 miles were being paved.

In 1944, only roads most vital to the movement of war materials and workers received attention, and surfacing dropped to around 14,000 miles, the Public Roads Administration reports. Last year construction hit its lowest point since 1912.

As a result, to bring the nation's highways up-to-date is a job which will employ thousands of engineers and over a quarter-million workers for many years.

So important is the task to the country's economic welfare that the government now has on the books a $3,000,000,000 Federal Aid Program. The project has been set to run for three years, and under it the government will spend $500,000,000 annually, with participating states matching the expenditures.

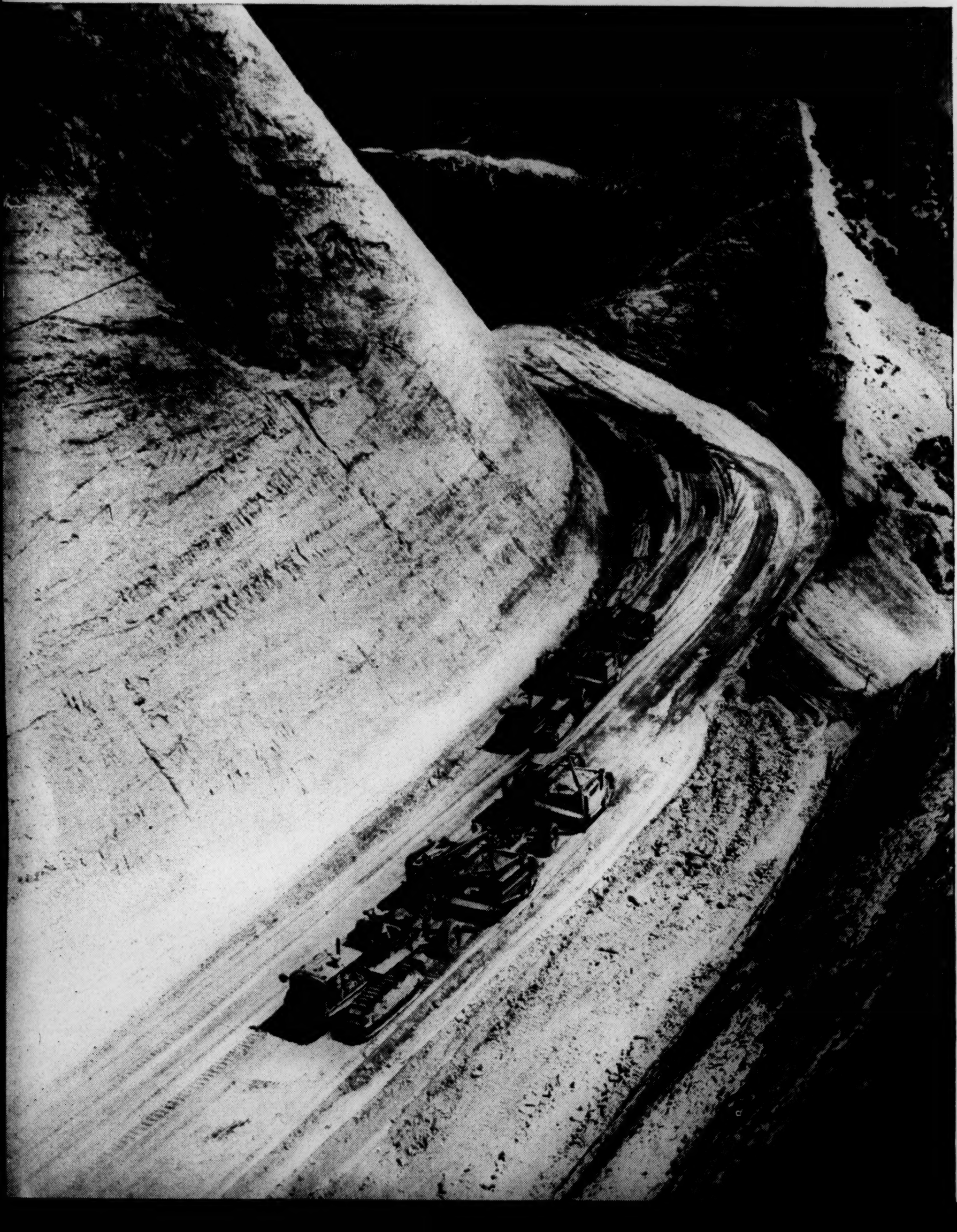
The program has four prime objectives. First to receive attention under it will be the 40,000 miles of interstate highways—about one per cent of the total mileage in the country—which carry 20 per cent of the national traffic load.

Second, federal aid highways, such as post roads, will be modernized.

Third, an important part of the planning calls for elimination of traffic bottlenecks at city entrances.

Fourth, secondary state roads will be improved. These are the highways over which much of the nation's foodstuffs move from farms to markets.

Scores of engineers and over 250,000 workers are needed to modernize highways.



Production Summarized

Between July, 1945, when the first postwar passenger vehicle rolled off the assembly line, and the end of January, 1946, the automotive industry produced 142,367 cars, according to a Civilian Production Administration survey.

Several thousand more cars were built in January of this year than in the entire first five months following resumption of production, the report reveals. Here are the month-by-month records for the industry:

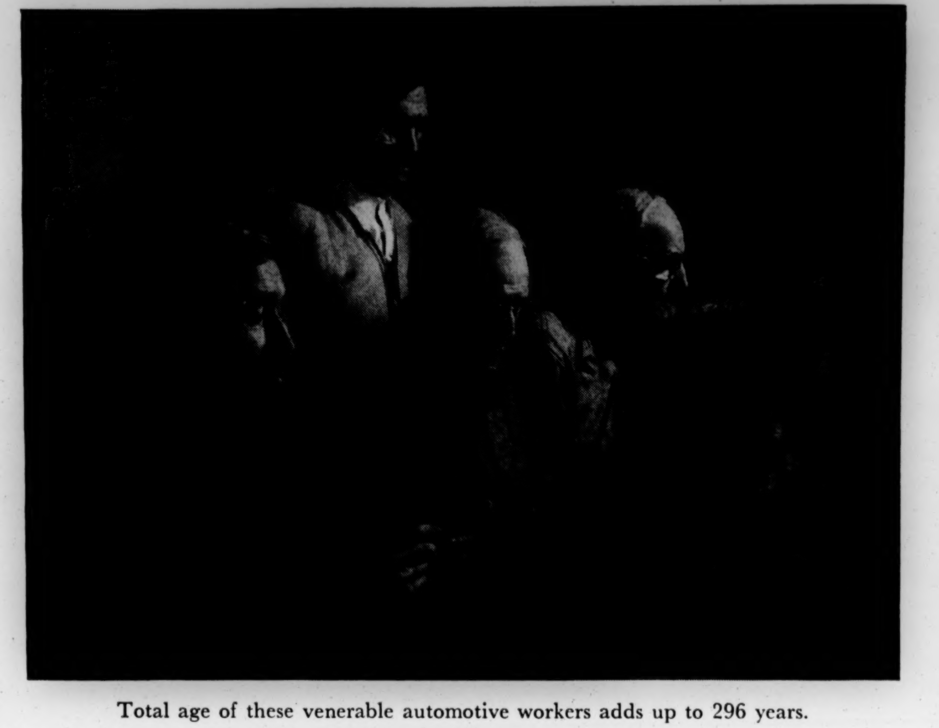
July, 359 cars; August, 1,381; September, 580; October, 16,839; November, 34,611; December, 30,022, and January, 58,575.

Also covered by the survey was truck production. During 1945 the industry turned out 668,578 vehicles, of which 313,643 were for civilians and the remainder for the military.

In January, 1946, last month reported, only 917 military trucks were built, compared with 52,375 a year ago. Production of civilian commercial vehicles amounted to 53,947 as against 15,019 in the same period.

Automobile Facts

Older Workers Valued by Motor Industry



Total age of these venerable automotive workers adds up to 296 years.

AGE IS NO BARRIER to working in the automotive industry.

A look at the personnel records of passenger car makers turns up the fact that 31,514 men and women have employment histories dating back 20 years. An estimated additional 17,000 have been in production work or performed office duties for a minimum of 25 years, and at least 439 came to work in the automotive industry between 35 and 40 years ago.

In recognition of the contributions of these able, steady employes, most companies sponsor annual ceremonies at which gifts, certificates, lapel pins or other tokens are presented.

The president of one automobile company recently signed 10,000 congratulatory messages to employes who had been on the job for 25 years. For workers of 35-years' standing, the firm holds a party every Christmas at which gold watches and elaborate certificates are given. Last year 61 persons were thus honored.

Another company reports that after 10 years of service, male employes receive watches, and female employes are presented with chests of fine silver. Incidentally, nearly 1,000 workers in this concern have passed the 20-year mark.

A third passenger car firm held its tenth annual "20-Year Club" dinner last month. The organization has a membership of 1,333.

The most venerable workers in the automotive industry are to be found in a company organized 94 years ago to build wagons. Records show eight workers with half a century of service, two who have been on the job for 55 years and one nearly 60 years.

Automobile Facts
Published By
PUBLIC RELATIONS DEPARTMENT
AUTOMOBILE MANUFACTURERS ASSOCIATION
320 New Center Building
Detroit 2, Michigan

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Wealth for Small Towns

Small-town, rural America looks to the automotive industry for a substantial part of its income and job opportunities.

Take Medina, Ohio, for instance. A community of 4,359 people located in the center of a rich agricultural region, it is considered typical of all small cities by *Pathfinder* magazine, whose research staff turned up the following facts about its economic life.

In the last year of peacetime activities, Medina's business men had a gross income of $1,897,119 from the sales and servicing of cars and trucks, and the distribution of equipment.

Here is a breakdown of the income.

Sales of vehicles amounted to $964,719, or 50.8 per cent of the total; gasoline sales came to $605,000, or 31.9 per cent; parts and accessories, $197,000, or 10.4 per cent; oil and grease, $69,700, or 3.7 per cent; tires and tubes, $60,700, or 3.2 per cent.

Name Your Color

Although tastes in colors vary with individuals, motor truck manufacturers know within calculable limits how much of their output should be painted blue, red, green or any of a thousand other combinations.

It all depends on the type of work a truck is to do, they say. A major factor stems from the section of the country where a truck will be used.

Farmers and small business men, who own 2,280,000 of the nation's 4,650,000 trucks, usually order the more serviceable colors. Sixty-seven per cent specify dark green or dark blue. Twenty-eight per cent ask for red or black.

Owners of truck fleets are more and more adopting colors as advertising trademarks. Most freight lines choose red or green. Oil companies, meat packers and soft drink distributors utilize the gayest shades.

Generally, buyers in the northern and eastern parts of the country tend towards the conservative. These purchasers select considerably more dark hues than do southerners and the color-conscious westerners.

Worker Efficiency Provided for In Plant Offices

Offices provide striking examples of functionalism in automotive architecture.

IF YOU ARE AMONG the millions planning new homes the architectural question of functionalism vs. traditionalism has probably been warmly debated in your household.

In the motor industry, where 25 new plants of varying sizes are being erected, functionalism is an old story.

Its most striking examples are often found in factory administrative buildings. For such structures house the highly-skilled personnel which buys raw materials, designs cars and trucks, plans production areas, and performs scores of other technical activities.

Because of its confining nature, office work presents problems which differ greatly from those associated with factory jobs. Industrial architects and automotive executives take into account the need for maximum light, ventilation and clear, quiet working areas if peak efficiency is to be attained. Also, the factors affecting health, safety and morale are studied.

For example, lighting values must be closely watched to reduce eye strain and stave off mental fatigue. Ceilings are designed to reflect 80 to 85 per cent of the light, and walls from 50 to 60 per cent.

Interior wall coloring is important from a psychological standpoint, architects say. Colors too warm, like red, or too cool, like blue, lower efficiency. A light green is considered best for general offices.

As in factory production areas, sanitary facilities in offices considerably affect morale and productivity. One architect reports that when the location of such facilities causes employes to walk more than 200 feet, one minute more a day is wasted. In an office where 2,400 people are working this means a minimum of 40 hours daily in lost time.

Like home owners, automotive management seeks to erect the most utilitarian structures possible. Since buildings are part of overhead, which has to be held down to keep car prices low, companies are currently reshuffling architectural plans in view of higher construction costs.

Typical of the problem as the industry moves forward on its billion-dollar postwar program is the experience of a company which planned to enlarge its research structure. In 1938 construction costs amounted to $1.40 a square foot for a one-story factory building. Today, when the company asked for bids on the project, the job was quoted at $15 per square foot.

The Top Came Down

Closed cars outnumber the open 30 to one today, but not long ago only high priced models gave motorists protection from winter weather.

All-season closed bodies were not available to average car buyers until 1924, when such a style was placed on the market for five dollars less than a touring car's cost. Until then, three-out of four automobiles sold were open models.

At the turn of the century tops on cars were not standard equipment. Motorists paid $50 to $250 extra for overhead contraptions that looked like huge beach umbrellas trimmed with fringe. These were usually made by regular umbrella manufacturers.

The first closed body styles appeared as early as 1909, but their prohibitive price made them available to only the most financially well-equipped. Extra costs for the novelty ran from $1,000 to as high as $11,000.

Answers to Quiz

Better take one last look at those questions on page 6 before you begin checking the answers. There are a couple of sticklers in the group.

1. This year is being celebrated by the industry as its 50th birthday. Back in 1896 there were 16 cars registered in the entire United States. Today there are 25,500,000.
2. The first figure, 148, is correct. Approximately 22 per cent of all the automotive manufacturing firms in this country made no profit in 1942.
3. As a group, salesmen put their cars to greater use than those engaged in any other occupation.
4. According to the Public Roads Administration, approximately 15 per cent of all tax monies collected from motor vehicle users in 1942 and 1943 went for purposes other than highway construction and maintenance.
5. The United States Census of Agriculture for 1940 reports that about 25 per cent of all trucks are registered on farms.

U. S. Department of Labor
WOMEN'S BUREAU
Washington

May 14, 1945

OLDER WOMEN WORKERS AND THEIR PROBLEMS

This has been dittoed leaving out the D.C.

I. Numbers and Proportions of Such Workers

For the United States, the 1940 census reported 2,782,000 women of 45 years and over, of whom almost 2,480,000 had employment, 126,000 were on public emergency work, and nearly 177,000 were seeking jobs. The total of 2,782,000 formed 21.7 percent of the total female labor force.

In October 1943 the estimated number of women in this age group in employment was 3,900,000.

John Durand of the Bureau of the Census has predicted a definite increase of 1½ million women workers, aged 45 to 64 years, in the decade 1940 to 1950, or 60 percent more, that is a total of over 4 million by 1950.

In the District of Columbia, in 1940 the total number of women of 45 and over in the labor force was 31,123, of whom 29,070 were employed, 667 on public emergency work and 1,386 seeking. They constituted about 23.6 percent of the female labor force.

II. Employment and Unemployment Problems of Older Women, Those of 45 (or even 40) and Over.

1. Such women who have employment may not lose jobs because of their age as long as they prove satisfactory and there is no reduction in the number of employees in a work place. Though opportunities have opened to older women during the war, it is quite likely that they will in the reconversion and postwar periods once again have serious problems of unemployment. An employer in reducing his labor force ~~or~~, in case of cut-backs or reconversion from war to peacetime basis, may be more likely to dismiss older women, especially if they have been taken on during the war period and have little seniority. Also they are less likely than other types of workers to be shifted to new types of work by the employer, who is apt to think older workers are not so readily trained as younger ones.

2. Once out of a job older women find themselves with a double handicap of age and sex. In the competition for jobs during a period of falling employment, with the preference of most employers for younger workers and with so many firms imposing definite age limits in hiring workers, a large proportion of older women may find it comparatively difficult for them to shift into new lines of work or in many instances impossible to find employment despite their recent work experience.

3. As applicants to the USES or to the personnel divisions of private firms or public agencies, they are frequently interviewed by young persons who have neither the experience nor understanding to handle them adequately.

4. An all too common problem pertains to middle-aged women who due to the death of a husband, loss of money, or other reason find themselves in need of earning a living but having no work experience (or no recent experience), no training for a job, and often the lack of the necessary educational qualifications.

5. There is too great tendency to class older woman as unemployables whereas a rehabilitation program including training or retraining and oftentimes medical treatment for various types of disability or illness may enable such applicants to become definitely employable and useful.

6. Older applicants for work may be in occupations exempted from unemployment compensation and with no means of support if unable to secure employment.

7. When under 65, if regarded as too old for jobs, they are also too young for old age insurance benefits, even if formerly employed in occupations covered by this type of insurance. Many workers have worked in exempted occupations and therefore will not be eligible for benefits when they reach 65.

8. Jobless and destitute workers under 65 are not even eligible for the public assistance given under the Social Security program.Or in some States even though 65 they may be barred from such assistance if they lack certain qualifications required in those States, such as a specified length of residence.

9. If given public assistance or relief of some kind older persons wanting work and often able to work find the amounts of money insufficient for their needs. Thus some of them are forced into very difficult living arrangements with members of their families or other persons. They may become ill and an added burden to the community.

10. Older workers looking in vain for jobs are more likely than younger workers to have their morale and work habits undermined.

11. Certain personal qualifications sometimes lacking among older women (wanting to hold or find jobs) that are more or less within their own control include: A realization of the need for ability and preparation for the job in question, stability and ability on the job, adaptability to the work and other workers, sufficient vitality (without disqualifying or imaginary ailments) a progressive attitude with a willingness to learn, a pleasing personality with freedom from disabreeable "sot-in-one's ways" quirks, an attractive well-groomed appearance, appropriate dress, good posture and poise, self-assurance, mellowed by graceful humility and devoid of painful garrulity (sometimes an older woman's besetting foible and chief reason for her remaining without a job).

12. Too often the community, lacks proper planning, counseling and training facilities for older workers seeking employment. There is great need for the setting up of a definite and coordinated community project to aid such women workers with participation by government (especially the USES and the Civil Service Commission) industry, business, labor, trade and professional associations, civic and social agencies and various women's organizations.

Robinson

AGENDA

COMMITTEE ON THE AGING

April 26, 1945

Dr. Shearon presiding.

Minutes reviewed.

Introduction of new members.

The Topic of the Meeting:

Maximum Use by This Committee of the Community Survey For the Benefit of the Aging - Dr. Shearon

General Statement Re The Survey - - Miss Starr

Brief Statements on Developments in the Local Field.

1. Employment of the Aging:

   New U.S.E.S. counselling service - Mr. Farmer

   The Rehabilitation Service and the Aging - Mr. Amato

2. The Health Survey and the Chronically Ill Aged - - Miss Shindel

3. Institutional Care Developments:

   Public - Mr. Cass

   Private - Mrs. Krause

   (probably handle at a later meeting)

Older wm

April 26, 1945 D C

COMMITTEE ON THE AGING

Dr. Shearon presided at a meeting of the Committee at which the following were present: Mr. Farmer, Miss Robinson, Miss Bowling, Miss Schindel, Miss Ross, Dr. Overholser, Mr. Amato, Miss Dieffendorf representing Miss Merrill, Mrs. Ayres representing Mr. Cass, Mrs. Norton and Miss Starr. Dr. Griffith, President of the Council of Social Agencies attended the latter half of the meeting.

The minutes of the last meeting were omitted.

Dr. Shearon introduced the new members. A list of the present committee membership was furnished each member. Dr. Shearon gave a brief statement of the background of the Committee for the benefit of the new members. She referred to the committee's former activity and to its reconstitution this year. The committee's focus so far this year has been essentially on the topics, employment of the aging person and care of the chronically ill aged. There has been an active sub-committee composed of board and staff from Homes for the Aged. The main committee has been enlarged as it proved insufficiently representative.

Dr. Shearon introduced the day's topic, "The maximum use of the Community Survey by this committee for the benefit of the aging". She stated that Dr. Griffith, President of the Council, is responsive to opinion as to how the Survey can best advance sound community aims.

Miss Starr briefly presented the plan of the Survey, giving out the explanatory statement prepared by Dr. Griffith. The Committee's interest both in the aging (approximately 45 to 65 years) and the aged (65 years and on) cuts squarely across at least 6 of the Divisions of the Survey as they now stand; a. Family and Children's, b. Health, c. Recreation, d. Corrections, f. Adult Recreation, g. Vocational Adjustment. It has also been the experience of other Councils, such as the New York Welfare Council Committee on the Aged, that they, too, find that most divisions must consider the problems of the older age group. There is general recognition that in the country as a whole as well as in Washington, there will have to be increasing attention to the needs of older persons, whose incidence in the population is rising. To what needs in the experience of older persons should the Survey address itself? How can this best be done - by considering the aged under the Divisions across which they cut or by drawing all topics for consideration in relation to the older person into one division as in the 1940 Rochester, New York Survey?

The following points were made in the discussion. Dr. Griffith developed the area of community responsibility for the Survey and that groups such as ours should express opinion in regard to their special fields of interest, The Council Board will create an instrument, i.e., the Survey Committees and staff in which confidence can be reposed. Groups which have special interest should be vocal, secure attention for their ideas and continue to back sound programs. There was some questioning as to the classification of the data which will be studied under the divisions of the Survey as now given, to which Dr. Griffith replied that the Survey had started with already existing divisions of the Council and had added fields of inquiry that were proposed as essential and were not already covered.

The Health Survey which will start earlier but will be integrated into the whole is to be made under Dr. Winslow of Yale, the only Survey Division head as yet to have been secured. Dr. Winslow should early know of our Committee's interest in the health problems of older persons; chronic care should definitely be given attention.

It was felt that the Survey's basic approach to our field should be to discover what the needs of older people in Washington are and are likely to be in the post-war years, what existing facilities judged by established standards there are and what should be recommended to meet these needs.

The discussion in which Dr. Griffith participated swung toward representation of our committee on the main committee and on all committees of the Survey which touch the problems of old people. Wherever data is secured on any topic it should specifically be secured for this age group as part of the whole problem. It would then be possible easily either to pull our data on the aging from the several written division statements of the Survey, or put the material together in a single statement on all problems of the aged.

It was moved by Mr. Amato and seconded by Dr. Overholser that the Committee on the Aging recommend to the Board of the Council of Social Agencies that in setting up the Survey special attention be given the needs of older people and that proper representation from this committee be provided for the appropriate Survey Committees. VOTED.

Further discussion brought out the usefulness of early getting a blue print of the needs of aging persons into the hands of the Survey Committee.

It was, therefore, moved by Mr. Amato and seconded by Miss Schindel that each member of the Committee draw up a list of the needs of older people as seen in his field and submit them to the Secretary of the Committee by May 15th. VOTED.

Josephine S. Starr
Secretary

Robinson

April 26, 1945

THE COUNCIL OF SOCIAL AGENCIES

COMMITTEE ON PROBLEMS OF THE AGING

CHAIRMAN
Dr. Marjorie Shearon
Minority Committee, U.S.Senate

Mr. Otto Cass TR 5701
Home for the Aged and Infirm
Blue Plains, D.C. (20)

Miss Katherine Shindel ME 3900
Health Security Administration
1823 L Street, N.W. (6)

Miss Effie Marie Ross NA 6000
Board of Public Welfare Ext.2835
Room 3000, New Municipal Bldg. (1)

Miss Laura Merrill EX 6500,Ext.2958
Social Security Board
1025 Vermont Avenue, N.W.

Miss Mary Robinson EX 2420, Ext.39
Woman's Bureau, Room 1316
U.S. Dept. of Labor (25)

Mr. Charles E. Farmer DI 7000
U.S. Employment Service for D.C.
Rochambeau Bldg.,815 Conn.Ave.
(6)

Mr. David Amato EX 6500, Ext.766
D.C.Rehabilitation Service
1225 New York Avenue, N.W. (5)

Miss Gertrude Bowling ME 5246
Instructive Visiting Nurse Society
810 Albee Building (5)

Dr. Winfred Overholzer LI 1424
St. Elizabeth's Hospital
Nichols Avenue, S. E. (20)

Mrs. Gladys Krause EM 1722
Lisner Home
5425 Western Ave., N.W. (6)

Miss Dorothy Thomas DI 6883
Family Service Association
1022 - 11th St., N.W. (1)

Miss Josephine S. Starr ME 2
Council of Social Agencies 22
1101 M Street, N.W. (5) 84

Miss Elizabeth Harvey
Council of Social Agencies
1101 M Street, N.W. (5)
ME 2284

Prepared for BEST YEARS Magazine
February 15, 1945

WAR WORKING GRANDMOTHERS OF AMERICA

By
Frances Whitelock
Women's Bureau
U. S. Department of Labor

When the history of women's contribution to their country's war effort finally is written, a special chapter might well be entitled "War Working Grandmothers of America." Statistically, the data would be fragmentary, for no survey has been made of the Nation's complete utilization of its older women workers. By compiling case histories, however, of the grandmothers clubs and of individual grandmothers, an historian would have material rich in its delineation of achievement and patriotism.

One of the most outstanding case histories would deal with the War Working Grandmothers of America at the Edward G. Budd Manufacturing Company of Philadelphia. Formed in November 1942, with an original membership of 8, the club now has more than 20 members and at one time reached a peak of 38. The youngest grandmother is 37, the oldest 72. Far removed in age, these two grandmothers are united in their single objective of working toward complete victory. Their organization was conceived, in fact, after two or three members who worked at Budd's read the First Lady's memorable comment: "I saw no idle person in Great Britain." The Budd grandmothers were impressed by this significant statement. They forthwith resolved to do everything within their power to arouse everyone in the United States to do some kind of war work. A grandmothers club seemed to be the answer, and they were encouraged in this move by their own company and the Philadelphia Evening Bulletin.

The 20-odd club members at Budd's are engaged in many types of operations. Mrs. Lillie Lafferty, president of the group since its formation, is an inspector. Others, including Mrs. Sadie Malloy, Secretary-Treasurer, operate a punch or drill press, and some are even welders. Then there are those who keep the food line going by cooking and making sandwiches. The club's vice-president, Mrs. Amelia Kammer, is one of these. And still other grandmothers are supervisors or matrons.

Work is no new story to these grandmothers behind the guns. Four of them worked for the company during World War I and a number were employed at the plant for several years prior to December 7, 1941. When the club was at its peak membership of 38, only 2 members had never worked since marriage, though some had not been employed for the years just preceding the war. Still others, when it became evident that their country needed them, switched from non-essential to critical work.

Budd's grandmothers work for a combination of reasons. With all, the patriotic motif is strong. Then there's the financial angle with them, as with most people. Some found it desirable to assist in their own support when sons went into the service, and others, of course, had worked for years. Like most Americans, these grandmothers like to be in some useful, constructive work.

The 20 grandmother club members have a total of 91 grandchildren. For posterity and as a testimonial of their grandmother's service in World War II, each grandchild receives a simulated parchment certificate signed by the Regional War Manpower Commissioner and the President of the Budd Company.

The grandmothers have not limited their patriotic activities to all-out war production at the plant. Thanksgiving dinners for groups as large as 400 have been prepared and served at nearby canteens. They also have collected more than a half ton of soap and wash cloths for wounded servicemen in military hospitals of their section.

The grandmothers are prolific correspondents. They write not only to their own sons and grandsons but to other servicemen as well. Their letters and gifts find their way to Europe, Alaska, Australia, the CBI theatre, and other lonely outposts.

But life is not all work for these patriotic women. Some of their activities are exciting and give the grandmothers a taste of life behind the footlights, as did their appearance in tableaux staged by the Poor Richard Club of Philadelphia. Additionally, they have taken part in several radio broadcasts in New York and Philadelphia, and played roles in motion pictures made and distributed by the Office of War Information. Then sometimes there are the parties at the end of the day's toil. Memorable occasion for 36 grandmothers was the party held jointly by the Budd chapter and the Frankford Arsenal club. For some, it was the first party in years. There were piano solos, songs, bingo, and even dancing.

Though the Budd club was formed with a hope that the ideas back of it might spread nationally, no concerted effort has been made by the club officers to foster its national expansion. Despite this, other War Working Grandmothers Clubs have been formed at nearby Frankford Arsenal and the Heintz Manufacturing Company, also of Philadelphia; at RCA Victor in Camden, New Jersey; at Budd Wheel and Ford Motor Company in Detroit; and at Servel, Inc., of Evansville, Illinois. The Budd club members personally assisted in the formation of the chapters at the Arsenal and at Heintz. Correspondence contact also is maintained with other clubs, particularly with the Servel, Inc., association.

No story of pioneer grandmother clubs is complete without mention of the group at Manning, Maxwell and Moore. This Bridgeport, Connecticut plant's association is called "Grandmothers at War" and the membership is large and active. Mrs. Ruby Gardner, treasurer, represented the club at last year's Labor-Management Exposition in the Nation's Capital.

Well-known also are the Victory Grandmothers of the United States Rubber Company plant at Mishawaka, Indiana. These grandmothers, who perform sewing operations on the production line for army and navy flying boots, all have long service records with their company. The war has added a new slant to their activities. They've been publicized in the Chicago newspapers and lauded by the Chicago Quartermaster Depot for their untiring war service.

But not all grandmothers have formed clubs or work on the production line of a war plant. More than 70 grandmothers of Oregon help to roll out the ships at Henry J. Kaiser's Swan Island shipyard near Portland. Twenty-two grandmothers, all residents of Lowell, Michigan, are alleviating the manpower problem in their town by packing insect sprayers and performing other jobs at the Lowell Manufacturing Company's factory. And at the Emerson Electric Company's turret plant in St. Louis, grandmothers are operating punch presses, turret lathes, frazing machines, on night as well as day shifts.

There are grandmothers, too, in the government installations throughout the country. At the Miami Air Technical Service Command, the grandmothers at work are planning the formation of a club. Almost legend, for their fame is widespread, are grandmothers at the Army and Navy proving grounds who answer to the name of WOWS, title for women ordnance workers. Hard work and the incessant roar of gun powder do not deter them in their determination to do their bit for the armed forces.

There's no composite picture of America's grandmothers at war from the surface aspect. Their ages range from the late thirties to 70 or so, and they are from all walks of life. Their homes are in the North, the South, the East and West. Some have one grandchild, others have many. They are at work in all kinds of war plants and on many types of jobs. They do have, however, a common motivation, that of successfully prosecuting the war and proving that every single individual can do his or her share in time of need.

Chicago Tribune
April 21, 1944

OLDSTERS IN CHICAGO WAR PLANT

* * * * * Chicago young people who studied French under Miss Josephine Turner Allin 67, at Englewood High School or who knew her as an assistant principal of Harper High School or later as principal of the Seward School for seven years, were not surprised to hear that the day after her retirement from the school system on her 65th birthday, June 10, 1942, Miss Allin went over to the Studebaker plant on Archer Avenue, and asked to join America's army of war workers.

At a scientifically lighted high bench, this former teacher, who was dean of girls for many of her 31 years at Englewood, examines small engine parts on prevision gauges. Her slacks are brown, the reddish tints in her flowered blouse highlight those of her well kept coiffure, and her warm generous smile and interest in others round out an attractive personality * * *

November 3, 1944

Mrs. F.J.P. Cogswell
207 Washington Road
Greenville, South Carolina

Dear Mrs. Cogswell:

Your inquiry of October 28th requesting information on older women workers and grandmothers, in particular, has been directed to us. We are glad to forward with this letter material which we believe will be helpful to you in the preparation of your club paper.

The older woman has indeed made a definite contribution to the war effort and this fact is borne out by all of the various articles enclosed. We believe that you will especially be interested in the following:

"Women Over Fifty Staffing Many Army Projects"
"Older Women Workers Get Praise from Industry" - Pg.5, Labor Information Bulletin April 1944
"The Post-War Employment of Women in the United States"-Pgs. 709-710-711
"Changes in Women's Employment During the War -Pgs. 22-24 WB #20
"Older Workers in Wartime" BLS

The material listed above is chiefly statistical and contains some very interesting factual data on the number of older women workers and their relative place in the Nation's working force. For human interest items, the various articles from the newspapers will be useful, particularly "Two Grandmothers To Operate Montgomery Police Radio", "Want A Keel Bent? This Grandma Will Do it," and "WOWS Work on Guns."

It has come to our attention that there are some 45 members or so of Manning, Maxwell & Moore's Grandmothers Club, which is said to be the forerunner of the national movement of the same name. For more detailed information, you might write Manning, Maxwell & Moore, Bridgeport, Connecticut.

Our files do not include any age-breakdowns on the various professional women, but it is possible that the Independent Woman, publications of the National Federation of Business & Professional Women's Clubs, Inc., may be able to give you such information. Miss Frances Maule, editor of the Independent Woman, may be reached at 1819 Broadway, New York City.

If your club paper is printed, we should be very glad to receive a copy of it.

Very truly yours,

Mary V. Robinson, Chief
Information Division

War Department
Bureau of Public Relations
Women's Section, Army Service Forces

Immediate Release

Aug. 18, 1944

WOMEN OVER FIFTY STAFFING MANY ARMY PROJECTS

This may be a young man's war but the woman over fifty in Army installations throughout its nine service commands is taking more than a hand in the full-time jobs done back home for the lad in the soldier's helmet. With two hands and a determined spirit, she is on the assembly line making ammunition in New Jersey, running a lathe in the repair shop at an Indiana post, adding a touch "just for him" to the hymn book from Philadelphia, or sewing a new sleeve into an olive drab shirt at Fort Jackson, South Carolina.

Over 14 percent or close to 700 of the women employees of the Philadelphia Quartermaster Depot are between 50 and 65 years of age, several dozen being over the latter milestone. Army authorities say they are handling just about every job the 25-year olds are doing-and with equal skill. Their added years give them and edge over the youngster when a chore demand patience with a needle and thread.

There are 17 women over 50 years of age at this same depot embroidering painstakingly the regimental colors and standards that wave impressively through the air as soldiers pass in review. About 28 percent of the women examiners of clothing and the boxes into which they are packed for shipment are women past the half century mark. Also in this age group are 90 percent of the forewomen in the depot's factory.

Even in the fiscal division of this huge depot, thumbs up or down on money requests for engineer requirements, maintenance materials, office supplies, laboratory testing equipment and dozens of other articles are swung by women ten years past that time life is said to begin. The real personal touch to medals for heroes and chaplain's provender for the worshipful around the globe is rendered by women in their sixties, when they pack these things for sending in answer to military requisitions.

Across the continent at Ogden, Utah, some of these over-fifty employees commute 120 miles daily to reach the Army Service Forces depot for their work. Being a senior storekeeper for such an installation requires tact in personnel relations and many of these are women in the upper age brackets. They are checkers, too, keeping tab on all the supplies moving both in and out of the depot. The Motor Vehicle section has special praise for their reliability as drivers of anything from the light sedan to the giant motors. In the Custodial branch, older women are practically taking full care of the clean-up of the buildings throughout the fort area. With hammer and saw in the carpentry shop, they make, pack and crate the wooden boxes for shipping.

Utilization of this type of labor goes forward at camps, and posts as well as at the warehouses and buying units. Camp Jackson, South Carolina, found out some months ago that women over fifty were particularly suited for the handling of soldier clothing to be reclaimed and re-issued.

WOMEN AND WAR JOBS

OLDER WOMEN GOOD WORKERS SAYS WMC

Washington -- "Be realistic in hunting a job," is the advise given to women over 45 looking for work by WMC experts, who have made surveys of the adaptability of older women to war jobs.

These suggestions are made by WMC for older-women job hunters.

1. Apply for work at the local USES where trained interviewers who recognize the older women's employment problems will be able to guide them to the right jobs.

2. Recognize physical limitations; discuss them frankly with the personnel interviewer.

3. Don't ask for work requiring physical endurance, just for patriotic reasons.

4. If there is no full-time work open, accept part-time work.

5. Remember that in some areas a job in civilian services, which women over 45 can often perform with ease, is "war work".

WMC reported that its studies have helped break down prejudice against older women workers by showing that they actually have relatively low accident rates, they are less often absent for trivial reasons, turnover rates are lower, and output is not necessarity less, depending upon the individual.

SOURCE: U. S. LABOR PRESS SERVICE, July 31, 1944, p. 7.

Of interest

U. S. DEPARTMENT OF LABOR

WOMEN'S BUREAU

To—		From—	Re Attached Please—
	Anderson.		Approve
✓	~~Nienburg.~~		Comment
	Larrabee.		Note
✓	~~Benham.~~		Note and return
	Best.		Reply
	Erickson.		Draft of reply
	Files.		Signature
✓	~~Hyde.~~		Would like to discuss
✓	~~Manning.~~		File
	Mettert.		Date 9/12
✓	~~Pidgeon.~~		
✓	~~Robinson.~~		Note:
	Smith, F.		
✓	~~Spring.~~		
	Steel.		
✓	~~Stitt.~~		

GPO 14—3769

Return to
Nyswander

See WLB attachments

~~Whitlock~~

~~Blood~~

~~Abbott~~

RSN

your copy
F.W.

WAR DEPARTMENT
Bureau of Public Relations
Women's Section
Army Service Forces

August 18, 1944

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Older women file

~~RSM~~ ~~[illegible]~~ ~~Blood~~ ~~Abbott~~ Robinson

Important

WAR DEPARTMENT
Bureau of Public Relations
Women's Section
Army Service Forces

IMMEDIATE RELEASE

August 18, 1944

MAJOR ECONOMY FROM A MINOR GADGET

When each officer at the Army Service Forces Headquarters, Atlanta, Georgia, found a three minute version of the hour glass used in his home kitchen for timing four minute eggs beside his telephone one Spring day tolls for long distance calls dropped fifty two per cent, during ensuing months.

WOMEN OVER FIFTY STAFFING MANY ARMY PROJECTS

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FARM BOYS APPROVE ARMY COOKING

More than twice as many Texas 4-H Club boys have visited a near by Army camp, post, or station this summer for a day than made the trip in 1943 as a reward for producing the equivalent of a year's food budget for one or more fighting men in addition to their own quota. About 1400 of the many more eligibles among the state's 40,000 club members managed to leave their crops in 1944 as contrasted with 600 boys visiting the Texas installations last year.

Sharing the soldiers' mess, watching meal preparations in the kitchen, and examining the food storage plants, the young visitors were uniformly favorable in their comments on how the Army handles the farmer's contribution to war.

XXXXXXXXXXXXXX

POST
Washington, D. C.
Nov. 7, 1943

Dahlgren
WOWS Work on Guns
By Adele Bernstein

Down at the Naval Proving Ground in Dalgren, Va., a 60-year old grandmother proudly describes herself as a WOW.

She is Mrs. Mamie D. Jones of Fredericksburg, Va., who rises at 4:30 each morning to do her housework and care for her invalid husband, then hikes a mile to the Dalgren train, which takes her to her war job as a woman ordnance worker with the machin gun ammunition crew at the ground's machine gun battery.

Like her 300 fellow WOWS at the Proving Ground, Mrs. Jones knew nothing before the war of such matters as gun bores, oscillographs, small caliber ammunition, primers and projectile velocity, to to mention counterchronographs.

Today, after instruction by trained workers, she is engaged in preparing small caliber ammunition for proof and experimental tests of naval machine guns, ammunition and ammunition components, and doing a crack job at it.

These women were first hired for gun crew work about 18 months ago and the Bureau of Ordnance says many more could be used. They can be seen daily, in slacks and coveralls, hard at work firing the guns or passing the ammunition. Others do maintenance work on the equipment being tested or keep statistical records of the firing progress.

And if hard work and the incessant din of exploding gunpowder and even some initial nervousness accompany the tasks to be done, there is also a great deal of satisfaction.

These women, ranging in age from 16 through Mrs. Jones' 60, are fighting the war. The personal histories of some of them reveal why they're happy in their jobs.

Memories of her native Amsterdam, now ravaged by the Nazis, echo with every gun blast in the heart of Mrs. Catherine Walker, 58, who can do virtually any job at the grounds from making and loading projectiles and operating the guns themselves to greasing bullets for the firing line.

The chicken farm which she runs in Tetotum, near Dahlgren, was given second place in her attentions after war was declared and she heard the guns booming at the neighboring proving grounds. First among the WOW's to shoot the 40 mm. guns, Mrs. Walker if today considered one of the steadiest and most able women employed at Dahlgren.

The mother of two children aged 4 and 5, Mrs. Mabel Oxford had never worked before at any job resembling her present one as recorder in the black powder room of the ammunition department. But then, last year, word came of the fate of the USS Houston, Mrs. Oxford's husband, a member of the crew, while her mother cares for the two youngsters, she works to avenge their father's fate.

Mrs. Adelaide Whittemore lives on the station with her youngest son, a 17-year old who hopes to enlist in the Navy in January and join his father and older brother. Both the latter hold aerographer ratings--the only father and son in the service with that common distinction.

And because she too, wanted to do her part, Mrs. Whittemore took a job in March this year as a member of a case and primer crew in the ammunition department. She inspects cartridge cases for splits, primer blowouts, keeps records of rounds fired, and catalogues, selects and assigns all incoming cases and primers, up to the type used in 16-inch naval guns.

Last April--17 days after she was notified that her aviation pilot husband was missing action aboard a PBY--Mrs. Frances E. Julian, 23, applied at Dahlgren for work in which she could bury her heartache.

Leaving her 6-year old-girl and infant boy with her mother, she works in the ordnance division, velocity section--computing, recording, tabulating and checking velocities of projectiles fired in tests of Naval guns and ordnance equipment.

Leisure-time entertainment for the WOWS is what they describe as "just the ordinary kind" baseball and bowling, playing with their children, and neighborly visiting.

Mrs. Jones, however is an expert at her chosen amusement; Her favorite pastime, while train riding to and from the grounds, is card playing. And she has a wide reputation for invariably bettering her opponents.

The greatest problems facing the WOWS are transportation and difficulty of profiding care for their children while they are away at work. Living, in many cases on remote farms, they must frequently walk several miles along country roads before reaching trains or buses.

But car pools have helped solve the difficulty and one enterprising woman worker regularly rows a boat across a tributary of the Potomac River--thus cutting 10 roads miles a day from her travel to work.

Neighbors, relatives or the eldest child are relied upon to care for the youngsters. And, somehow, the WOWS agree, everyone gets along and the job is done.

Return to [illegible]

ADVANCE RELEASE ---- ADVANCE RELEASE

OFFICE OF WAR INFORMATION
WAR MANPOWER COMMISSION

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Advance Release: For Friday Afternoon Papers, August 13, 1943

Price - WMC-3442 PM-4430

The immediate and speedy development of an aggressive program to encourage and facilitate the increased utilization of older women in the war effort was declared to be of paramount importance by the War Manpower Commission's Women's Advisory Committee, which met here yesterday and today.

Asserting that full utilization is not being made of the older worker supply, except in a very few areas suffering the most acute labor shortages, Miss Margaret A. Hickey, Chairman of the Women's Advisory Committee, said the problem "is especially serious with respect to older women, against whom employment restrictions are much more severe than in the case of older men." Miss Hickey added that the fact that women constitute the major part of the total reserve of older workers intensifies the problem.

War Manpower Commission reports considered by the Women's Advisory Committee show some increase in the opportunities for employment of older women under current conditions. Not only have older women been accepted in trade and service to replace men and younger women attracted to better paying jobs, but in many labor shortage areas women of 50, 60, and in some cases even 70 years of age, are operating machines, working as bench hands, assembling, inspecting, and performing other similar jobs.

These same reports, however, also show that while the situation with respect to acceptance of older women has improved, the improvement has proceeded slowly when compared to the progress made by older men. In many areas, the traditional upper age limits have been raised for men, but not for women. In all cases where the relaxations have applied to both men and women, the gains have been greater for men than for women.

X-19604

(over)

For example, the upper age limit for men in Pittsburgh, generally 55 in the pre-war period, has been practically eliminated, but the 45 age limit for women still persists. In Detroit, where the upper age limit generally specified for men is approximately 65 years (50 a year ago), the average upper age limit for women is only 45 (35 a year ago).

"Employers generally have traditionally discriminated against older workers in their hiring for a variety of reasons", Miss Hickey said. "In some cases, the claims may be partially justified, but in most cases, they are misconceptions or excuses shrouding irrational prejudices.

"Actual employer experience with older workers (both men and women) has indicated that even where their productivity per unit of time has been relatively lower than that of younger workers, there have been other compensating factors. They are judgment, carefulness, concentration, patience, experience -- factors which pay dividends in quality of product, salvage from waste and rejects, and often in long-run output.

"It has been shown that while absenteeism on account of illness is generally higher for older workers, absences for other causes are much less frequent than for other workers -- probably due to greater concern over job retention and a greater feeling of job responsibility.

"Turnover rates among older workers are usually lower than for younger workers. The former are generally more settled and do less shopping around."

A Bureau of Census survey shows that of 5 million persons who last November were not in the labor market, but expressed willingness to take a full-time job, 1.6 million were over 45 years of age; and of these 1.3 million were women.

"The persistence of discriminatory specifications with respect to older women is especially unfortunate," Miss Hickey said, "because women, including large numbers in the upper age brackets, form our largest single labor reserve for the duration. If we are to make our fullest and most effective utilization of women in the war effort, it is essential that older women be given equal consideration with men for employment, on the basis of individual ability to perform the job, and that equal wage rates be paid for equal work regardless of age of sex."

MVR
your copy

Age of Women Factory Employees in Selected War Industry Plants

Of the war industry plants visited by the Women's Bureau agents January - August 1943, only the following had made an age compilation of their women employees. However, of 97 additional plants one-half reported that the majority of their women employees fall in the 26 - 40 age group. Bureau of the Census reported the age distribution of the female civilian labor force for April 1943 as follows:

Under 25 years, 31%; 25 - 45, 46%; 45 and over, 23%.

Industry	Percent of Women Factory Workers Whose Age Was -				
	Total women		25 years and under	26 and under 40 years	40 years and over
	Number	Percent			
Ammunition					
Small arms					
Plant 1	11,781	100.0	24	60	16
Plant 2	9,625	100.0	35	50	15
Plant 3	4,702	100.0	35	40	25
Artillery					
Plant 1	1,321	100.0	39	42	19
Plant 2	508	100.0	60	25	15
Bombs and shells					
Plant 1	262	100.0	25	50	25
Air Depots					
Plant 1	6,046	100.0	47	26	27
Plant 2	149	100.0	33 1/3	33 1/3	33 1/3
Electrical					
Plant 1	882	100.0	60	40	--
Instruments					
Plant 1	53	100.0	56	37	7
Aircraft Engines					
Plant 1	2,907	100.0	71.2	24.7	4.1
Rubber					
Plant 1	1,067	100.0	30	55	15
Airport					
Plant 1	225	100.0	50	40	10
Medical Depot					
Plant 1	323	100.0	25	50	25

Note: The ages of 1,200 women in Charleston, South Carolina who completed training from April 21, 1942 - March 30, 1943 for war jobs were: -

20 - 30 years - 68%
31 - 40 years - 25%
41 and over - 7%

August 1943

Schroeder - WMC-2036

OFFICE OF WAR INFORMATION
WAR MANPOWER COMMISSION

For Immediate Release
Monday, June 28, 1943

PM-4409

More than a third of the total number of persons employed in May were 45 years of age or older, Paul V. McNutt, chairman of the War Manpower Commission, said today. He added that the steady rise in employment among older workers indicates that employers are losing their prejudice against this group and learning to value their experience and "steadiness".

He explained that of the total of 51.2 million persons employed in April of this year, about 37 percent, or 18.8 millions, were of the older group.

"The increased use of older workers",Mr. McNutt said, "is not restricted to industries and occupations which traditionally employed older people, but includes all vital war industries and essential civilian services. Workers laid off or retired as beyond the age limit have been reemployed eagerly by employers who investigate productivity and health records rather than birth dates. The skill, experience and judgment of these older men and women have proven invaluable in plants flooded by green workers".

However, Mr. McNutt added, the older worker must be utilized even more effectively if the 1943 labor requirements of essential industries are to be met.

Older women, he explained, are not being employed as rapidly as older men. Although the employment of older women has increased the figures still represent less than one-fifth of all older women in the country.

"Among employed women, the percentage of those aged 45 or over," Mr. McNutt pointed out, "has remained constant, something around 22 or 23 percent. This is not surprising considering the great numbers of younger women who have entered the labor market, but it still indicates poor utilization of a very valuable source of labor supply.

"Restrictive hiring specifications," said Mr. McNutt, "still constitute a major barrier to the utilization of older women. As our labor supply dwindles it is becoming increasingly necessary to disregard the age factor in recruiting labor. Older workers, both men and women, but more especially women, suffer from a conviction on the part of some employers that years bring less efficiency and higher injury rates and absenteeism. The contrary is true."

As a basis for effecting the fullest utilization of our older manpower supply, Mr. McNutt urged that:

1. Jobs be filled on the basis of individual ability to perform, regardless of age, and that, therefore, maximum hiring age limits which bar many qualified workers be eliminated.

2. Older women be given equal consideration with men for employment, on the basis of individual ability to perform the job.

3. No worker be automatically retired or dismissed on reaching a specified age

without regard to continuing usefulness either at his regular job or at a less exacting one if necessary.

4. Older workers who are eligible for retirement benefits be encouraged to remain at their jobs wherever possible.

5. Older workers be actively recruited in areas of labor shortage along with all other labor resources; provided, however, that employment opportunities for older workers are known to exist.

6. Qualified older persons who are available for employment be absorbed before recourse is had to unnecessary immigration or to less readily available labor resources.

7. Older persons not available for full-time work be used wherever possible for part-time work, where the acuteness of labor shortage warrants use of part-time workers.

8. Maximum age limits for acceptance in war training courses be eliminated in favor of realistic appraisal of the capacities of the individual applicant, wherever placement opportunities exist.

9. Arbitrary upper age limits be eliminated in determining eligibility for public vocational rehabilitation services.

10. Equal wage rates be paid for equal work regardless of age.

11. Special consideration be given by ~~employers to the health~~ and safety of older workers whose physical condition may require extra safeguards.

Womens Bureau

U. S. DEPARTMENT OF LABOR
WOMEN'S BUREAU
Washington

January 12, 1943

THE OLDER WOMAN'S PART IN WAR WORK

A Talk by Mary Anderson, Director of the Women's Bureau, U. S. Department of Labor, for use by the Office of War Information in a Shortwave Broadcast to Our English Speaking Allies

In the United States we welcome opportunities to compare notes with our allies as to war uses of manpower. We profit by your experiences.

All Americans of all ages want to be of use to their country in this crisis. Not only men, but women -- from teen-age girls to grandmothers -- are eager to help win the war.

Let me throw the spotlight on the older woman -- at last coming into her own. Many women of over 40 lost their jobs during the depression and were unable to find other employment. Now encouraging facts and figures show the tide has turned.

In October 1942 we had three million employed women aged 35 to 44 years, and three million who were 45 and over. Each of these age groups showed a half million more women workers than in October 1941.

In the Women's Bureau we have long urged employers to recognize older women's assets. Now employers are coming to realize that women in their forties and fifties have skills -- judgement -- dependability -- good attendance records.

Such women are being used increasingly in stores -- hotels -- restaurants -- banks -- railroad companies -- clerical work. Some war plants also point with satisfaction to the large numbers of grandmothers on their payrolls. For certain jobs older women are better and are preferred to girls in their twenties. An ordnance plant recently boasted of its older women declaring they were especially good on the loading lines. For supervisory and administrative work they are definitely desirable.

A training official recently announced, "We want older women to enroll in our courses. They are a fine investment. They make steady dependable workers -- likely to stay put on the job."

Women of over 40 with past experience have taken refresher training. Others without previous employment enter vocational courses. A typical case is a 48-year old housewife, who after her husband was lost at sea, took training -- was hired by an aircraft plant, -- soon became an inspector at a good wage.

Our Government advocates the employment of older women. As our country becomes more highly geared to the war effort, many older women still unemployed will be called to do their bit in the labor for victory drive.

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5/27/43 -

A Woman 63 yrs old in sheet metal dept. of air transportation co. - Co. describes her as a wonderful worker - very accurate, and does good work - Does every job in sheet metal dept. from hand filing to making metal boxes, covering shelves with metal etc - Got into this especially to use her ability + aid the war effort -

This woman has been flying her own plane for 31 years. is 1 of 6 Women members of the Early Bird club - Was the first woman to fly the air mail - flew ~~for~~ air mail from Portland Oregon to Vancouver -

Husband was a flier also, killed some years ago -

(C. S. H.) -

3-13-43.

U. S. DEPARTMENT OF LABOR

WOMENS' BUREAU

Selected Reports Made by Employers on their Experience in Employment of Older Women.

INFORMATION AS OF LATE 1942 AND EARLY 1943.

The personnel Manager in a large shell loading plant in a midwestern state said, "Older women are doing a very good job. If I could choose the age group, I would not employ any woman under 40 years old on the loading lines."

A bag loading plant in a southern state has a policy of hiring older men and women. The plant manager said if he had a ~~chance~~ Choice he would hire no woman under 35.

A plant in St. Louis making machine tools prefers middle-aged men and women, particularly older women. The plant manager thinks older women are more steady and reliable and just as efficient as younger women.

A plant making Marine engines on the West coast reports, "Most of the women employees are middle-aged. Preference is given to those with dependents."

An aircraft plant in the middle-west has hired many older men and women. Some women past 50 are doing good work.

A company in New Jersey making rubber products "likes to hire middle-aged women because they are not as interested in job-shopping" as the younger ones. (Less turnover.)

Another New Jersey factory, manufacturing Marine lights, deliberately chose women 30-40 years old for its first women employees, intending to choose the best for supervisors of expanded force of women later. They have been very satisfactory -- no absenteeism, better record than men on that.

A Federal Reserve Bank employs older women in the War Bonds Division. They make up in accuracy what they lack in speed. There are 12 women 35-50- years old and they are stable -- no turnover and no trouble with absenteeism or tardiness.

One railroad office in Kansas City prefers mature women because younger ones are not responsible.

A wholesale distribution firm in St. Louis prefers mature women and is using middle-aged ones -- many former domestic servants -- in the packing room of the warehouse and find them more careful than youngsters.

Chief training officer of Detroit Ordnance District says: "We want the older woman to enroll in our courses. She is a fine investment. When she completes her training she makes a steady dependable worker, likely to stay put on the job." The supervisor agreed with the training officer: "These older women are doing splendidly. We used to try to keep the limit at 50 but some of our best reports have been on women in their middle and even late fifties."

U. S. DEPARTMENT OF LABOR
WOMEN'S BUREAU
Washington

January 12, 1943

F n R. J. M

THE OLDER WOMAN'S PART IN WAR WORK

A TALK BY MARY ANDERSON, DIRECTOR OF THE WOMEN'S BUREAU, U. S. DEPARTMENT OF LABOR FOR USE BY THE OFFICE OF WAR INFORMATION IN A SHORTWAVE BROADCAST TO OUR ENGLISH SPEAKING ALLIES.

In the United States we welcome opportunities to compare notes with our allies as to war uses of manpower. We profit by your experiences.

All Americans of all ages want to be of use to their country in this crisis. Not only men, but women -- from teen-age girls to grandmothers -- are eager to help win the war.

Let me throw the spotlight on the older woman -- at last coming into her own. Many women of over 40 lost their jobs during the depression and were unable to find other employment. Now encouraging facts and figures show the tide has turned.

In October 1942 we had three million employed women aged 35 to 44 years, and three million who were 45 and over. Each of these age groups showed a half million more women workers than in October 1941.

In the Women's Bureau we have long urged employers to recognize older women's assets. Now employers are coming to realize that women in their forties and fifties have skill-- judgment, --- dependability, --- good attendance records.

Such women are being used increasingly in stores, --- hotels, --- restaurants, --- banks, --- railroad companies, --- clerical work. Some war plants also point with satisfaction to the large number of grandmothers on their payrolls. For certain jobs older women are better and are preferred to girls in their twenties. An ordnance plant recently boasted of its older women declaring they were especially good on the loading lines. For supervisory and administrative work they are definitely desirable.

A training official recently announced, "We want older women to enroll in our courses. They are a fine investment. They make steady dependable workers -- likely to stay put on the job."

Women of over 40 with past experience have taken refresher training. Others without previous employment enter vocational courses. A typical case is a 48-year old housewife, who after her husband was lost at sea, took training, --- was hired by an aircraft plant, --- soon became an inspector at a good wage.

Our Government advocates the employment of older women. As our country becomes more highly geared to the war effort, many older women still unemployed will be called to do their bit in the labor for victory drive.

--- 0 ---

Please return to Robinson

The Tucson Liberator

Official Publication of Consolidated Aircraft Corporation

Vol. I, No. 2 SATURDAY, JANUARY 9, 1943 Tucson, Arizona

STUDENTS! KAY KYSER, THE OLD PREXY, WILL MAKE CONSAIR VISIT

STUDENTS!

Yes sir, that old prexy, Kay Kyser, professor of the famed College of Musical Knowledge, is coming to the Tucson Division. The time, next Wednesday at 11 A.M. (Sorry, swingsters.)

Unfortunately, because of transportation difficulties, Kyser will be unable to present his entire orchestra. The bandsmen will not reach Tucson until later in the day.

Kyser, who will put on two Army shows and a war bond show during his one day stop-over, graciously consented to make an appearance here at the plant, even if he had to appear by himself.

Let's all turn out in appreciation of a master entertainer, a swell guy and a 1000 per cent American.

☆

LT. STRAUB URGES WAR BOND SIGN-UP IN TALK

"Do all you can, buy all the bonds you can to help those who gave their lives at Bataan and Corregidor and those who are still prisoners of the Japs, waiting for the convoy that never arrived."

Such was the request of First Lieut. Ruth Straub, Army Nurses Corps, who spoke to employes of the first and second shifts last Wednesday.

Although due to the press of housing activity and the fact that many pledge cards have been incorrectly filled out, it is estimated that the plant is near the 90 per cent point of participation.

Those employes who have not as yet filled out and returned their cards are urged to do so immediately.

☆

ENROLLMENT FOR RYAN COURSE OPENS MONDAY

Enrollment opens Monday for the Ryan Aeronautical Institute course in plane construction and maintenance, and W. R. Lawrence, division manager, urged all employes with an eye toward a future in aviation to take advantage of the course.

"Future progress of the aircraft industry," Lawrence said, "is bound up in the individual knowledge and skill of employes now in the industry. An understanding of the fundamentals of plane construction and maintenance is desirable for every individual in this company. This course was designed to give that understanding."

Consolidated has arranged to refund the cost of the course to all employes achieving a satisfactory final grade. Including a total of 30 lessons for home study, the course may be purchased for $20 and cost spread over several weeks through payroll deductions.

All Tucson Division employes are eligible, and full information may be obtained at the Industrial Training Office. Enrollment will close January 30.

A $5000 DEAL: O. E. Hyde, employe activities director, presents George A. Lindsay, Pre-flight, with the $5000 War Bond George purchased through the company so that his purchase would count in the payroll allotment plan, thereby helping the employes and the company to bring the United States Treasury Minute Man flag closer.

NO GRINDERS EQUAL DULL KNIVES, BUT B-24'S STILL ROLL ALONG LINE

Chalk it up to the all-out war effort. Tucson housewives, faced with the necessity of slicing their own bread, scoured the town the other day seeking one of the simple knife sharpeners once available at almost any store. They couldn't find a single one.

Merchants said they were sorry, production had been halted and they had just sold every sharpener they had in stock that day.

The buyer turned out to be the Tucson Division. It seems that a burring tool was needed in a hurry, so that delivery of B-24 Liberators would not be impeded. Telephone calls to many points revealed no such tools were available.

Production men at the plant couldn't wait. One of them suggested that the tools be made in the plant, drew a rough sketch of the tool wanted. Another said, "That's simple; let's buy all the knife sharpeners—you know the kind with the two grinding discs through which you pull the knife—lift the discs and fashion our own tool."

A member of the purchasing department covered Tucson, purchased 160 sharpeners—cornering the market—the tools were made within 24 hours, and the Liberators' steady pace along the assembly line was maintained.

There may be dull knives in Tucson for a while, but Hitler knows that B-24's are still coming at him.

Transfer Sticks

Slipping quietly away for a two-day vacation, Margaret N. Standiford, secretary in Repair and Overhaul Base, and Ralph O. Wimer, Purchasing Dept., were married in Phoenix on Dec. 30, at the Methodist Chapel. A wedding dinner was given by the bride's uncle and aunt, Mr. and Mrs. Clark Standiford of Phoenix. Both Mr. and Mrs. Wimer were recently transferred to Tucson from the San Diego plant.

Hello; They Said 'Yes'

Wedding bells again. Barbara Jean Dukes, telephone operator, and Milton Johnston, Modification and Shop Dept., were married on January 8 at the Church of Saints Peter and Paul in Tucson. A family reception was held at the home of the bride's aunt, Mrs. H. W. Cassady. Barbara Jean is the daughter of E. T. Dukes, Accounting Dept.

o

BONDS BUY B-24s

NEW VICTORY LEVY DOESEN'T ELIMINATE USUAL INCOME TAX

Yes, that chunk out of your check was the Victory Tax, a five per cent deduction of all earnings above $12 per week.

But, don't feel too badly—there are recompenses—and don't confuse the Victory levy with the 1942 income tax due March 15.

Provisions of the Victory tax provide that at the end of the year credits for insurance payments, war bond purchases and other obligations to the federal government will be allowed on the income tax return. Further, at the end of the war additional portions of the withheld monies can be applied against any income tax then payable. Should there be any balance it probably will be refunded to the individual.

To help employes approximate what they will have to pay on 1942, incomes the following table, which does not include Victory tax deductions, is given:

*Net Income	Total Tax Single Person (No Dependents)	Total Tax Married Persons (No Children)
$ 500		
$ 750	$ 43	
$ 800	$ 52	
$1000	$ 89	
$2000	$ 273	$140
$3000	$ 472	$324
$4000	$ 686	$532
$5000	$ 920	$746
$6000	$1174	$992

*Income before deduction of personal exemption or credit for dependents.

☆

LIBERATOR WINS PRAISE IN MIDDLE EAST ACTION

"Withstanding the most rugged tests imposed by the type of warfare, ground and flying conditions faced in the Middle East, the B-24 Liberator has come through with flying colors. In range, performance, under conditions of forced over-loading the B-24 is still superior."

Such was the comment of Major Conway S. Hall of Davis-Monthan Field who has just returned from a flying mission which took him over the entire Middle East theatre of operations.

The heavy bombardment units in the Middle East are doing a wonderful job, Major Hall continued. They stood up well in their first battle tests and their losses have been kept very low. Their bombing is effective and offensive fire power from their machine turrets was described as "very good."

"Everything seems to be under control in the Middle East," he said, "and we seem to have Rommel on the run."

☆

Service Co-ordinator

W. E. Schmeck, long time service representative for the company, joined the Tucson Division this week, having been transferred from the San Diego plant.

☆

Visit Tucson Plant

Visitors from the home plant during the week included George Tidmarsh, assistant vice president, and Harry A. Sutton, chief engineer.

The Tucson Liberator

Official Publication of Consolidated Aircraft Corporation

☆ Published weekly by Consolidated Aircraft Corporation at Tucson, Arizona, as a source of information for employes. Address all communications to the Public Relations Department.

TUCSON, ARIZONA 4 4 JANUARY 9, 1943

SELECTIVE SERVICE

National Selective Service headquarters the other day announced that "vigorous action" against draft delinquents would be instituted by the justice department starting February 1.

Because there seems to be some confused thinking among employes regarding Selective Service, all those eligible are asked to study the following:

A. Every employe is urged to bring all Selective Service correspondence and questionnaires to the Selective Service desk in the Industrial Relations department.

B. It is imperative that employes answer all questions before presenting questionnaires to that desk, where notary work is available.

C. Employes are asked to present classification cards five and one-half months from date of mailing on DSS Form 57. Occupational deferments ordinarily are in force for six months only and the company needs all the time possible to request new deferments within that six months period. Company appeals are made on the basis of a man's skill and length of service with the company.

D. Induction papers may be served any time within the ten day period after a I-A classification has been mailed, but according to the Selective Service Act induction papers may not be effective for at least ten days after date of mailing the I-A classification. This ten day period is known as the registrants' Right of Appeal, on the basis of occupation, dependents or health. The company is interested only in those appeals to be based on occupation, but desires to know of all I-A's.

E. Employes are urged not to terminate upon being given notice to appear for their seriological test.

F. Employes receiving notice from out of town and out of state boards to appear for their physical are asked to report immediately to the Selective Service desk.

G. Employes are asked not to communicate with their Selective Service Boards, unless directed to do so by the Selective Service desk.

☆

SOMETHING TO THINK ABOUT

We "soldiers of the production line" too often toss off reports of heroism in the armed forces with the passing thought that "it's his duty."

A delayed dispatch carried by the Associated Press out of New Guinea recently should make us resolve to turn Liberators out faster and faster, complain less and less and be thankful our forces have such men as Lieut. Clair E. Ogle, an ordnance officer from Oklahoma City.

Lieut. Ogle, who helps supply big bombers with their cargoes of destruction in the New Guinea area, coupled daring with quick thinking to save a B-24 Liberator from destruction. The Liberator returned from a reconnaissance mission with its racks still carrying 500-pound bombs. In getting out of the plane, a crew member accidentally bumped against the fuse end of a bomb. The fuse was set off. It was set for only a few seconds.

Everyone headed for cover except Lieut. Ogle, who had just arrived to supervise unloading of the explosives. He hesitated a second, then crawled into the bomb bay, unscrewed the sputtering fuse and tossed it over the side of the revetment. It exploded scant seconds later.

What we do here may never win us decorations, but if we can give such men—and the American army has millions of them—the weapons with which to fight, we, too, have done a job. Let's keep them rolling towards the sky.

Along the Line

Everyone in Sheet Metal Dept. wishes "Happy Landings" to Hattie Elizabeth ("Sue") Mahan Long, who will join her flier husband, Lieut. Orville S. Long, in Phoenix the end of this week. Lieutenant and Mrs. Long were married on December 19 at Bakersfield, Calif., where he was formerly stationed at Minter Field. A surprise shower was given Sue January 5 by 20 of her swing shift coworkers. Some of those attending were: **Ruth Belcher, Kay Clark, Pearl Mercer, Victor Hicks, G. L. Henion, Mildred Bohn, Ann Weimer, Helen Beck, H. E. Taft, Katherine Anderson, Mike Mager, L. M. Myers, Jennie Romero, Jimmy D'Allessandro, Frances Elliott, Nels Sanden, Edna May Gills, Theresa Dobek, and Corky Snyder.**

On New Year's Eve there was a gay cocktail party and buffet supper at the home of Ray and Betty Mizer for some of their Consolidated friends. Ray is Foreman of the Radio department, and Betty is in charge of Selective Service in the Industrial Relations department. Leona Walleen, of Employe Activities, acted as co-hostess. Those ushering in the New Year were: **Mr. and Mrs. Ray Lambertson, Mr. and Mrs. Herb Gear, Pearl Henkel, Frank Parsons, Maxine Bradwell, Bob Werner, Louise Priser, Ray Todd and Dick Carr.**

Ridin' the range is so much fun that you don't miss that extra hour's sleep, agreed the group of swing shifters who turned out for an early morning horseback ride last Sunday. Riders included: **Kay Clark, Ann Weimer, and Mildred Bohn, Sheet Metal Dept.; Sue Mahan Long, Shop Orders; Edna May Gills, Upholstering Dept.; Ruth Belcher and Marston Patterson, Assembly Dept.; Les Myers, Modification and Shop Dept.; and Jimmy D'Allessandro, Field Operations.** They all missed Pearl Mercer and Harold Taft, of Sheet Metal Dept., usually members of this group.

☆

TAKE A BOW CONSAIR WORKERS; B-24s DO JOB

In a delayed United Press dispatch by Don Caswell the other day the following exploit of a B-24 Liberator which you helped put together was told:

"Somewhere in New Guinea—One of the newest Liberator bomber crews in New Guinea sank a Japanese cargo ship today, bombed Gasmata airdrome on New Britain island and fought a 25-minute, running battle with 15 Zero fighters. When the Japs decided to quit, one Zero had been shot down and two had been probably destroyed.

"One Zero put a bullet in the number three motor, forcing the Liberator home on three motors. Another cut the control cables. Otherwise the ship was undamaged and returned safely."

☆

New Class Planned

The Industrial Training office announces a blueprint class for second shifters. Classes will meet every Monday and Wednesday, 12:30 to 2:30 p.m., at 534 North Fourth. The first meeting will be held on Monday, January 18, and the course will run for approximately 15 weeks. All second shift workers interested are urged to register at the Industrial Training office.

☆

BONDS BUY B-24s

MOTHER OF THREE MARINES HELPS BY BUILDING BOMBERS

The mothers of today have gone technical and are helping prepare bombers for areas all over the world, and a typical one is Mrs. Molly A. Crouch, of 5308 South 6th Avenue.

Standing only 4 feet, 9½ inches, and weighing only 85 pounds, Mrs. Crouch is the mother of 12 children, seven of them living, three of them in the Marine Corps, serving somewhere in the South Pacific.

The boys, Jim, 30, George Rodney, 21, and Buck, 19, were in the same company until they were shipped out last spring. Mrs. Crouch has had letters from two of them, prays she'll soon hear from the other.

Has Four Daughters

Of her four daughters, two, Mrs. Violet Dalrymple and Mrs. Mamie Lewis, work for Consolidated at San Diego. Another, Mrs. Wanda June White, is a telephone operator, whose husband, Robert L. White, works in electrical maintenance. Mrs. Crouch's youngest, Barbara Joy, 12, attends school. Her husband, Gus, works for the Western Cotton Products Co.

Mrs. Molly A. Crouch

Mrs. Crouch, born in Memphis, Tenn., came to Tucson in 1935. For the past six years she operated a home laundry, doing the washing herself and also driving the truck for delivery and pick-up. Fearing that gas and tire rationing would close her laundry, she decided to find a new field.

Enrolling in a sheet metal class, she soon graduated and went to work for Consolidated, winding up doing electrical wiring for radios, instruments, etc.

Good Workman

A "darned good worker," according to her fellow-workers and foremen, Mrs. Crouch likes her work and feels she is joining her family in the war effort. "Besides," she says, "with only one girl left at home, and she at school, it was too lonesome at home. I'd go crazy staying by myself."

☆

Sorry, Mr. Duisen

Last week The Liberator inadvertently misspelled Charles Duisen's name and because Charlie says people have enough trouble pronouncing Duisen, the editors are happy to make this correction.

Bulletin, Phila., Pa.
Dec. 29, 1942.

WANT A KEEL BENT? THIS GRANDMA WILL DO IT
Cramp War Worker Gets Kick Running Giant Machine
By Joan Woollcott

Speaking of working grandmothers . . .

There's a grandmother at Cramp Shipbuilding Company who has the distinction of being the only woman in the country to operate a keel bender. That has been a man's job ever since keel-bending was invented. But now, many a ship that slides down the way at Cramp will have a keel whose plates have been bent into shape by a grandmother worker - aided of course, by the 1,700-ton machine which she operates.

She's Mrs. Irene Meitzler, 2543 N. 33rd St. — and she doesn't look like a grandmother. Only 42 years old, she has jet black hair, vigorous carriage and a real knack for machinery. I'm never happier," she says, "than when I have my hands on some nice big machine. It makes me feel good all over. That's why I get such a kick out of this job."

Her job is no more mechanical pushing of buttons or pulling of levers; it requires skill and energy.

As press operator, Mrs. Meitzler stands about 10 feet from the huge contraption which presses the keep plates into shape. She works the levers which control it and describes her work as "something like driving two automobiles at once."

Ambidextrous

"You see," she says, "I hold a lever in each hand and each lever controls one end of the bender. The two actions are independent."

She lowers and raises the bender and applies extra pressure at the direction of the men who place the keel plate in position and who stand by the big machine as she operates it.

The "Atlas" woman has been at her job only about two months but already Ike Harnish, foreman, who has been in the keel bending business for 43 years says: "She's as good as any man."

Ike was a little worried when women first started to invade the anglesmith shop, where among other operations, the keel bending work is done. "It was just one big question mark to me," he admits. "I didn't know how women would make out. But when I interviewed Irene for a job and she said she wanted to operate a big machine, I put her at the bender, just to see how she'd do. I watched her at the levers for a couple of minutes and then just walked away. I knew she could handle the job."

Quite a compliment to a lady! Surprising, too, in view of the fact that for the past 10 years this grandmother war worker has run her own business — selling cosmetics.

But Mrs. Meitzler, despite her recent occupation, has had plenty of experience operating presses. She was brought up in Pittsburgh, where she was a press operator at an early age, and later gained further experience in Philadelphia.

I've had to work most of my life," she says. She's been a widow for 13 years, but even before the death of her husband she was kept busy, since he was ill a large part of the time.

Feels Younger

"I feel as young today," she confides, "as I did 20 years ago — younger, in fact. Because in those days I had family responsibilities and three youngsters to support. Now I feel free and independent — and rarin' to go."

How about after the war? "I'd like to keep my job here," she says. I'd hate to quit working with machinery. But I suppose when the men come back they'll be sending us back to our kitchens. You know how men are -- so universatile. Women are willing to try any job. But men figure they can't get along unless they come back and work at the same old thing."

Mrs, Meitzler has her own home and has rented out two of her rooms to war workers. She cooks her own dinner, puts in her evenings doing church work, taking part in Eastern Star activities and taking lessons in piano playing and elocution.

At her job at Cramp she wears black wool slacks, black sweater and a leather jacket for extra warmth. "I never thought I'd be dressing like a man, But -- well, you've got to dress to suit your work.

Of her three grandchildren, she says, "I love them all. I'd do anything for them except let myself get stuck with bringing them up.v I've had my family and child-rearing. Now it's my turn to be independent."

STATE
Columbia, S.C. Nov. 30, 1942.

LIFE DOES BEGIN AT 40 NOW FOR WOMEN WORKERS

by Adelaide Kerr (Wide World Features Writer)

For once war has done women a good turn.
And the good turn goes to the women over forty.
Because of the war, thousands of them are beginning life anew. They are finding and doing jobs they could not have had a year ago. And in order to get and keep those jobs they are giving themselves a going over which results in better health and better looks than they have had in years.

AGE NO BARRIER

Millions of men have gone to war and millions of jobs have had to be filled. Bosses are "more receptive" to hiring older women, employment agencies say. Some metropolitan newspapers advertise clerical and other jobs with an "age no barrier" comment. Mrs. E H.Hamilton, head of the Hamilton Employment agency of New York, says women of forty or more are getting the best business break they have had since the depression.

Middle-aged married women, whose husbands have always provided for them are doing things too. The war has put a tack in the comfortable social chairs in which many of them have relaxed for years, made them feel "there is no such thing as security" and jolted them out of their mental ruts. Others whose home life has been broken up and whose incomes are reduced by the war have likewise gone to work.

The picture is not all rosy. Mrs. Bessie W. Mott, head of the Executive Women's association in New York says executive class still lack jobs.

SPRUCING UP

But thousands of others have found them and are taking brush-up courses so that they may function more smoothly as part of the world's working machine. The brush-up courses go a lot further than improving typing, bookkeeping and such. Faces and figures are being overhauled too to meet the competition of young career women. Lots of women who have not worried about their figures in years are now doing daily thumps and bumps in beauty salons and giving thoughts to improving their faces.

Eddie Senz, of New York, who has changed thousands of famous faces and personalities, says that more older women are coming to him to "be done over" than ever before.

"We don't try to make them glamour girls," he says. "We aim at a smart, up-to-date, well-groomed look.

"Age is not a matter of years, it is a matter of spirit and mentality. So we teach older women that. We teach them a few tricks, too. For instance they learn to stop letting go at the knees and plumping down in a chair, but to practice sitting and rising before a mirror as an actress does, until they can do it with grace. They learn to sit with their hands relaxed and not to take a strangle hold on a pencil so that they look tense.

"Many older women mangle their make-up and cling to the same old hairdo, so we give those a shaking up too."

Refugee women are also remaking themselves. Lots of them, who had stopped concerning themselves with beauty routines, are now taking haggard faces and emaciated figures to experts to be worked over so that --at forty or more-- they can begin life anew.

From "Letters to the Editor"
Cleveland Press
9-19-42

I would like copies made of this

COPY

Older Women Find it Hard to Get Work

In this day and age of women working, will you please ask the employers why they do not want older women? We women of 45 to 60 who are in good health and very active feel like the fifth wheel on a wagon. We are the ones who should be taken into the factories and every place where they are hiring women. We have raised our families, we have no responsibilities and no worries to take our minds off whatever work we are doing. At that age we are settled and sensible and reliable and would do well whatever job was given us.

I do not say the younger women won't do the job as well, but it is a crime to take mothers away from their children. They are needed for their families and shoulder their own responsibilities, and not shove it onto others who are much less interested than the mothers.

These working mothers will realize in a few years the mistake they have made in leaving the raising of their children to people who have no vital interest in them. And how can any woman give her best efforts to work when she is worried half to death, and overworked trying to do the job she is hired to do and the job she has chosen - that of rearing a family? Nobody can do two or three jobs and do them well.

Most of the employment men are young fellows of 20 or 30, and to them the older women, or anyone over 35 is old and useless and almost ready to die.

If the employer is really wanting to hire help why not give the older people, especially women, a chance? They can always let them go if they cannot do the work, but at least give them a chance. They can tell by looking at an applicant if she is healthy and active. Besides, there is the physical examination they have to stand. Think it over, employers, and let the older American women do their part, too.

- by Mrs. Janet Smith
1751 Elberon Avenue
East Cleveland, Ohio

Washington Post Aug. 1942

OLDER WOMEN FIND POSITIONS IN WAR PLANTS

To prove its belief that older women make good industrial workers, the Women's Bureau has requested its field staff to send in data on specific "elderly successes."

These three cases illustrate what is being found;

A 48-year-old housewife who had not been employed commercially since 1919-except for try at selling Fuller brusnes- took a training course in machine operation. She will go to work for a tool company at 70 cents an hour. The plant is within walking distance of her home, and both her children are in high school.

A 47-year-old housewife with no previous industrial work experience and with a 2-year high school education took a 120-hour training course in inspection work. She was employed by a tool company, also at 70 cents an hour.

A 52-year-old housewife with a grammar school education completed the inspection courses satisfactorily, but has not yet been employed because she has no birth certificate. She has a daughter who will enter nurses' training in September.

There should be no top age limit for women desiring to do war work, in the bureau's opinion. The old ones are "dependable and steady, and usually display better judgment - particularly in hazardous work - than very young workers," the bureau declares.

Baltimore, Md.
July 21, 1942

Regional Director, Washington, D. C.
Attention: Mr. James H. Woodall, Regional Representative USES

Miss
E. A. Mulholland, Administrative Assistant

Employment of Older Women in War Industry

In response to your request of July 13th, the Baltimore office reports that it is extremely difficult to go into the inactive files and pick out women over fifty who have been placed in industry.

They have submitted the following instances of older women who are making good on the job.

(1) Classified as stenographer, born in 1880, laid off in 1937 after twenty years service with one company, we placed as a stenographer on April 6, 1942.

(2) Stenographer, born 1889, last employment 1918, placed as a stenographer May 20, 1942.

(3) Classified as semi-skilled worker, 6-00/C, born 1896, no previous work history, completed 88 hours small parts assembly, placed as detailed assembler, April 22, 1942. in Aircraft industry.

(4) Classified semi-skilled occupation, 6-00/C, born 1894, no work history since 1910, placed as sewing machine operator January 19, 1942.

(5) Semi-skilled occupation, 6-00/C, clerical work for eighteen years to 1933, no subsequent work history, completed 174 hours National Defense Training, placed as machine shop production worker, June 29, 1942.

I trust this information will be of some value to you.

Form BM-513
(6-39)

FEDERAL SECURITY AGENCY
SOCIAL SECURITY BOARD

ROUTE SLIP

(Fold here)

DATE 7-25-42

T[illegible] Miss Mary D. Robinson

BLDG. Labor ROOM NO. 1316

☐ Approval
☐ Comment
☐ Necessary action
☐ Note and return
☐ Note and file
☐ Investigate
☐ Signature
☐ See me
☑ As requested
☐ For your information
☐ Per telephone conversation

REMARKS

(Fold here for return) 16—16956 GPO

FROM / To Jack Hurt Ext 2975

BLDG. Arlington ROOM NO. 1010

Return

Balto. Md.

July 21, 1942

WOMEN'S BUREAU
AUG 6 194
DEPARTMENT OF LABOR

Regional Director, Washington, D. C.
Attention: Mr. James H. Woodall, Regional Representative USES

E. A. Mulholland, Administrative Assistant

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They have submitted the following instances of older women who are making good on the job.

(1) Classified as stenographer, born in 1880, laid off in 1937 after twenty years service with one company, we placed as a stenographer on April 6, 1942.

(2) Stenographer, born 1889, last employment 1918, placed as a stenographer May 20, 1942.

(3) Classified as semi-skilled worker, 6-00/C, born 1896, no previous work history, completed 88 hours small parts assembly, placed in Aircraft industry as detailed assembler, April 22, 1942.

(4) Classified semi-skilled occupation, 6-00/C, born 1894, no work history since 1910, placed as sewing machine operator January 19, 1942.

(5) Semi-skilled occupation, 6-00/C, clerical work for eighteen years to 1933, no subsequent work history, completed 174 hours National Defense Training, placed as machine shop production worker, June 29, 1942.

I trust this information will be of some value to you.

July 2, 1942

U. S. DEPARTMENT OF LABOR
WOMEN'S BUREAU
Washington

EMPLOYMENT OF OLDER WOMEN WAR WORKERS

Calling on employers to recognize the assets of older women workers, Miss Mary Anderson, director of the Women's Bureau, U. S. Department of Labor, declared yesterday that a large number of older women are capable of work in war industries and civilian services and that their employment will release younger workers for more arduous tasks or for service in the armed forces.

"Some companies in hiring women have the policy of selecting only those in the 20 to 35 year age group," Miss Anderson said. "The Women's Bureau studies on the working woman indicate no need for a specified top age limit. Certainly 35 is far too low a limit. Although girls under 20 are employed in certain types of jobs, they should not be used in highly hazardous industries.

"Women in the higher age groups often have had years of experience and have considerable skill, judgment and reliability. They do not have young children. In fact the assets of these women are important in employment, especially in the war effort."

Citing an example of older women in war industry, Miss Anderson said:

"Recently I visited a war plant where the youngest woman is a forelady about 40 years old. The women whom she supervises are all older, some considerably older, and they are particularly good for the hazardous work on which they are employed. The are excellent workers and have a minimum of accidents. Statistics show more accidents among the younger workers."

Declaring that employers should take such points into consideration in employing women, Miss Anderson said that "in war industries there is need for speed and for young women in various processes, but there is also need on other jobs for the caution and stability displayed by older women."

In some areas where shortages are acute there has been a decided trend to revise job specifications in favor of older women, Miss Anderson said. In one such locality free defense training courses are given to women up to a tentative maximum of 50 years, although, according to the superintendent of vocational education, there is no definite age limit.

By way of illustrating the value of training to housewives who have never worked, Miss Anderson said, "There is the inspiring story of a woman 48 years old who enrolled in a defense class in an Eastern city after her husband was lost in the sinking of one of our merchant marine ships in the Atlantic several months ago. Her youngest child is in high school, one son is in the armed forces, and a daughte works.

"This woman completed the course with a very high rating. She was hired immediately by a large aircraft company and in a few weeks advanced to inspector. She is now making $37.50 per week after working only a month or two and is most enthisiastic about her job. This woman had never worked outside her home before her husband's death."

Miss Anderson advised that all women seeking work should register and keep in touch with their nearest U. S. Employment Office, and should also inquire at any first class postoffice for announcements of Civil Service opportunities in Government service including jobs in arsenals, Navy Yards, and Army depots.

WOMEN'S BUREAU, U. S. DEPARTMENT OF LABOR, WASHINGTON

The Work That Women Do[1]

The present war period, like that of World War I, shows sharp increases in the employment of women in war industries. This changed employment makes it important to have basic normal figures to which the new situations may be related. Thus it is fortunate that complete data on the country's population were taken in 1940. These are now released for major occupation groups. The summary following shows numbers of persons 14 years of age or more who were employed. This does not include all in the labor force, such as those seeking work and those in public emergency work, that is, the W. P. A., N. Y. A., and C. C. C. The entire labor force totaled about 12¾ million women and 40 million men.

Occupation group	*Number in 1940 (in millions)*	
	Women	*Men*
All groups	11.14	34.03
Service groups:		
Domestic	1.97	.14
Other	1.26	2.20
Clerical, sales, and kindred	3.16	4.36
Operatives and kindred	2.05	6.21
Professional and allied:		
Professional	1.37	1.51
Semiprofessional	.10	.36
Farm workers:		
Unpaid family workers	.22	.94
Wage workers, foremen	.10	1.83
Farmers, farm managers	.15	4.99
Proprietors, managers, officials (except farm)	.42	3.33
Craftsmen, foremen and kindred	.11	4.95
Laborers (except farm)	.10	2.97
Occupation not reported	.13	.24

Women in Labor Force in Each Group.

Special aptitudes of women for certain kinds of work are emphasized by the marked differences from group to group in the proportions of women among their workers. For example, women constitute a major proportion in domestic work, large proportions in professional and clerical, but a very small part of general labor and of craftsmen and foremen. The following summary shows the proportions of women in the various groups.

Occupation group	*Percent of women in total, 1940*
All groups	24.7
Service:	
Domestic	93.3
Other	36.5
Professional and allied:	
Professional	47.6
Semiprofessional	21.4
Clerical, sales, and kindred	42.0
Operatives and kindred	24.8
Proprietors, managers, officials (except farm)	11.3
Farm workers:	
Unpaid family workers	19.2
Wage workers, foremen	5.0
Farmers, farm managers	3.0
Laborers (except farm)	3.2
Craftsmen, foremen and kindred	2.1

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[1] For earlier articles on census data see THE WOMAN WORKER for March, May, and November, 1941, and January and May, 1942.

Women's Work Differs from Men's.

As would be expected, there are marked differences in the distribution of men and women. Of women, not far from half are in the two groups Clerical and sales and Operatives; of men, not far from half are in the three groups Operatives, Farmers and farm managers, and Craftsmen and foremen. About 18 percent of both sexes are classed as operatives.

Three groups in particular occupied much larger proportions of the women than of the men: Clerical and sales, 28 percent of the women, 13 percent of the men; combined service groups, 29 percent of the women, less than 7 percent of the men; professional, 12 percent of the women, a little over 4 percent of the men.

Four groups (or combinations) of considerable size for men occupied relatively small proportions of women: Farm work, including unpaid family workers, nearly 23 percent of the men, just over 4 percent of the women; craftsmen and foremen, over 14 percent of the men, only 1 percent of the women; proprietors, managers, and officials, nearly 10 percent of the men, less than 4 percent of the women; laborers (except farm), nearly 9 percent of the men, less than 1 percent of the women.

Women's Loss or Gain in Number from 1930.

The 1930 census reported 10¾ million women employed or seeking work, not including new workers who never had a job. In 1940 this number had increased by about 1¾ millions, including those in the Government emergency agencies, that is, C. C. C., W. P. A., N. Y. A. New seekers for work (never employed) brought the total to more than 12¾ millions.

The major groups in 1940 differ somewhat from 1930, so exact comparisons are not possible. Increases in the numbers of women appear in the clerical and sales group and in the combined service classes, the greater part of the latter probably in service occupations other than domestic. There is little doubt that the numbers of women in the farmer and farm-labor groups have declined markedly. Differences in classification may account for much of the apparent decline in numbers of women in the general labor and professional groups and in the operatives as compared to the 1930 semiskilled. Similar causes may be largely responsible for the apparent increases among women as proprietors, managers, and officials, and the craftsman occupations when compared with the skilled labor of 1930.

Occupation group	*Women employed in 1930*	
	Number (in millions)	*Proportion of total (percent)*
All groups	10. 75	22. 0
Clerks and kindred workers [1]	3. 07	38. 6
Semiskilled workers	2. 53	31. 7
Servant classes	2. 31	69. 3
Professional persons [2]	1. 45	49. 2
Farm: Labor (wage and unpaid family workers)	. 65	14. 7
Farmers (owners and tenants)	. 26	4. 4
Proprietors, managers, officials (except farm)	. 24	6. 7
Laborers (except farm)	. 16	2. 5
Skilled workers, foremen	. 08	1. 3

[1] Includes saleswomen, store clerks, and telephone operators.
[2] Includes some groups allocated to semiprofessional in 1940.

U. S. GOVERNMENT PRINTING OFFICE: 1942

For sale by the Superintendent of Documents, Washington, D. C. - - - - - - - Price 5 cents

From: The New York Times
April 12, 1942

[illegible]

MORE JOBS ARE OPENING UP TO WOMEN OF 35 AND OVER

In Many Fields the War has Helped to Lower the Barriers Against Mature Workers and Tended to Equalize Women's Pay With Men's

by Stella Applebaum

War has always brought to the forefront woman's capacity to work. Millions of women were employed in industry in the last war; many more will be needed in this war. But does the fact that we are now considering voluntary registration of women up to 65 years, as revealed by the President last week, indicate that we are letting down the age barriers? Shall we cease to set up categories of young women, middle-aged women, old women? And where does the woman over 35 stand in the picture?

While it is too early to predict the extent of the opportunity, it is the general feeling among employment groups, women's professional organizations, civil service departments and government labor bureaus that the field is opening for the woman in middle years. This does not mean that employers await her with open arms, but rather that, where it is a matter of necessity, she will not be rejected because of her age, as she has been in the past.

The plight of the mature woman worker in pre-war days reflected the general business conditions of the Nineteen Thirties. Technological unemployment and general retrenchments were responsible for the dismissal of many women, as well as men. As long as the woman remained employed in the same post, her contribution was respected and she was not considered superannuated at the age of 40. But, once she was displaced, even owing to causes beyond her control, re-employment became difficult.

THE YOUNG SECRETARY

In some fields, secretarial work particularly, women are old at 30. Some employers apparently prefer office assistants who are primarily decorative. If a young girl commits an error in judgment, it is usually overlooked, but let an older woman make the same mistake and her employer may not be so generous.

In the teaching profession which absorbs so many women in New York City particularly, one cannot enter or be reinstated after the age of 41. Other skilled professional workers have found their deadline for employment around 35. Many nurses, librarians, chemists, actresses, musicians, designers, bookkeepers, were disqualified at a time when they were most competent and could give their best. Employment agencies tell of sending women of 35 or 40 from place to place in vain. As the unemployment period increased it was plain that the morale of these victims became weakened.

Many efforts have been made in the past few years to improve the position of the older workers in general and those on the distaff side in particular. The present outlook is our major concern. What are the specific opportunities?

NURSES ARE NEEDED

Obviously, the professionally trained woman is in a better position than the industrial worker. The nurse, in particular, now has almost unlimited opportunities, both in military and vicilian service. Many nurses who have retired are being urged to return to their work, so great is the need. Medical technicians and dieticians are likewise in demand in hospitals. well - not true of doctors, lawyers, etc. yet.

The Civil Service offers a number of opportunities. The three government bureaus concerned with traditional interests of women - the Home Economics Bureau of the Department of Agriculture, the Children's Bureau and the Women's Bureau of the Department of Labor - have generally followed a policy of appointing women for their research and investigational work. Other civil service positions are open to research laboratory workers, doctors, lawyers, engineers, draftsmen, illustrators, photographers, editorial assistants, public relations experts, translators and personnel directors.

In the new field of economic and statistical research there are economic analysts, agricultural economists, industrial economists, and marketing specialists. The need for applicants for these positions varies. The National Roster of Scientific and Specialized Personnel, a committee on wartime requirements for sci scientific workers, indicates a shortage of personnel in the following fields: - Management and administration, medicine and related fields, social sciences, and engineering and physical sciences.

REGISTRATION URGED

James C. O'Brien, executive director of the National Roster, has urged that every woman who has had scientific or professional training at college, whether she has used it since or not, register with this committee in Washington. The need may not be immediate in every case, but as the war continues it is believed that all scientific workers will be absorbed.

For the non-professional worker there are likewise many positions in civil service. Of the 1,500 different types of positions in civil service only 200 require college graduation. Among these are the clerical jobs and jobs for cafeteria aides an maintenance workers. At present there are women holding some unusual positions formerly held by men. Women serve as blacksmith's helper, lighthouse keeper, stockman of technical stores, and there are more than 250 women rural carriers. Within the last few days an urgent call has been sent out for 1,000 stenographers for Washington.

In the department store field, age is generally not a barrier in the employment of saleswomen, except, perhaps in certain departments: for example in cosmetics or junior clothes, where the saleswoman would have to be closer to the needs of the younger person. In some departments, such as kitchenware, linens, corsets, etc., maturity is a definite asset.

A TURNING POINT

What of the war industries? Are they the big hope of our 35-plus women? C Certainly Dec. 7 marked a turning point for her. And even before we entered the war the defense industries were beginning to look favorably upon women. More and more as 1941 advanced women were reported on production jobs formerly carried on by men.

However, the situation is not general throughout the country, but is definitely related to the geographical area. In New York City, for example, which is singularly poor in war contracts, the immediate outlook is not at all bright for women of any age, because there is still an oversupply of male industrial workers.

Elsewhere the picture appears more favorable. Some of the aircraft plants on the West Coast in certain occupations have employed a number of older women. In other instances, where aptitude tests are given, there seems to have been little discrimination against the woman over 35 if she was able to pass the test. In general, the local situation will govern the opportunities for these women.

REPORTS ON WAGES

Z Reports of wage levels are most encouraging from the woman's point of view. Traditionally, wages of women have always been lower than those of men, but great strides are being made today. While we do not yet approach the practice in England, where the government trains women in war industries and "the rate for the job" is paid where the woman does the same work as the man, we are much closer to it than we were in the last war.

in the last war.

With the possibility of compulsory registration of all women from 18 to 65, and with predictions of the need for woman power in war activities varying from 2,000,000 to 5,000,000, it is advisable that every woman who does not now possess a special skill enroll in one of the training courses, many of which are government-financed, and be prepared to step into a definite job when needed. The Women's Bureau has listed many types of jobs that trained women can perform and indicates that women have a special facility for bench work, using small tools and sorting and assembling small parts; for exact inspections and in all finer types of work.

Return to [illegible]
older women

June 17, 1941

Miss May B. Reed, Chairman
XXXV of Philadelphia
Senior Guidance Council
1616 Walnut Street
Philadelphia, Pennsylvania

My dear Miss Reed:

In reply to your letter of June 11th, I regret we have no suggestions to offer you at the moment.

As we stated in the newspaper article, we are hoping the defense program will enlarge opportunities for employment of the older women. Our concern during these past months has been to urge the vocational training of women in factory occupations so that when defense industries find the labor supply of men inadequate, qualified women will be ready to fill jobs.

Applicants for all types of work are being registered at the public employment office, and so far as we know, no age limits have been set. As you know, the Government has announced a relaxation of age limits in certain Civil Service examinations, and you probably have seen newspaper clippings which show some industries are hiring the older workers again. However, these apply mainly to skilled men in construction, engineering, shipbuilding, and tools.

The training program for workers in defense industries is organized by the State director of vocational education in consultation with the State Employment Service and with personnel officials in industry. The persons accepted for training usually are selected from the applications on file at the Employment Service office (in some cases from eligible people on C.C.C. or W.P.A. rolls). Employees themselves may be selected for "refresher" or "upgrading" training courses.

We do not have any factual data on relative efficiency of older and younger women, in speed. It is true younger women are preferred by employers for types of factory ~~work~~ requiring great dexterity and constant sustained application. On the other hand in the traditional types of work for women, such as certain kinds of sewing, the middle-aged woman is not at a disadvantage. Pictures in the newspapers of women in defense factories often show older women on some kind of job. It may be they are long-time employees. Discrimination in hiring policies is governed by availability of labor supply, and the relaxing of the ban on married women in some plants is evidence of the situation those firms are facing in finding enough workers. On this basis we hope the qualified older women will also find the employment market more open to them.

I presume you are already in touch with the local defense training authorities and have consulted with the Employment Service placement officer. If these officials have discouraged you regarding opportunities in the Philadelphia area for the older woman worker, I do not know what to suggest. We feel there can be no blanket assertion about older workers, because individuals differ so greatly in adaptability and efficiency, as well as in health, and we would like to see older applicants treated as individuals.

Sincerely yours,

Mary Anderson, Director

[illegible]
[illegible]
llv

Clipping from Boston Christian Science Monitor
March 27, 1940

JOB PIONEER
Miss Edith W. Fisher

Co-founder of the Women's Job Council to secure jobs for women over 35.

WOMEN START JOB COUNCIL FOR 35 CLASS

Some 500 Boston clubwomen engaged in business and the professions joined hands today and formed what the call the Women's Job Council, to see that a woman over 35 gets a break and does not lose out because of her age.

The clubs sponsoring the idea are the Altrusa Club, the Business and Professional Women's Club, the Quota Club, the Soroptomist and Zonta. They were brought together by Mis Miss Edith W. Fisher, President of the Business and Professional Women's Club, and the early work of organizing executive details is in the hands of Miss Carolyn LaVers, who represents the Quota Club.

The Women's Job Council's first meeting is to be tonight at Perkins Hall, Women's Educational and Industrial Union, at 7 o'clock.

The idea has been under consideration since November, when the clubs were first called together, Miss Fisher said. Both she and Miss LaVers agree that the thought has been to establish "a co-operative group of women who would help each other get jobs."

"Of course we are only just starting," Miss Lavers declared, "but we do hope to ha have headquarters later. This must be a co-operative movement. A woman does not ask a job for herself but for others."

The new organization has already taken three preliminary steps. First, it has formed an Advisory Council. This is composed of three members from each Club, headed by the President of that club, or, a total of 20. Club Presidents serving on this Advisory Council are: Zonta, Miss Ethel Allen; Quota, Miss Margaret M. Fitzgerald; Soroptimist, Mrs. Alice Gunn; Altrusa, Miss Emily G. Webb; and Miss Fisher for the Business and Professional Women.

Second, the Women's Job Council has queried employment agencies as to thesituation in regard to women over 35. It seems from this survey that 25 per cent of the agencies8' applicants are 35 and over.

"Agencies were most encoureging" Miss LaVers reported. "Older women have certain assets that can be of great economic value to an organization," they wrote us. "Older women are experienced. They know how to handle situations.

"Older women, because of their experience, are able to learn more quickly to adapt themselves to a new job.

"We feel also," Miss LaVers continued, turning from her survey," that it is not so much placing the women as to give them a lift. Many women will really place themselves when properly equipped."

The third preliminary step the Women's Job Council has taken is to plan out weekly advisory meetings to help those registering with it. Subjects are already under consideration, and speakers from within the ranks of the clubwomen themselves have signified their willingness to be drafted to talk on their different fields of work, Miss LaVers said.

One topic for example, will be "Avenues to Jobs," -- a discussion of how jobs are obtained, where one goes to find a job.

Another idea under consideration is, "How to Apply for a Job." Still another is "Writing That Winning Letter for a Job." Really practical fields of work for women are contemplated in the coming discussions, such as accounting, insurance, advertising, copywriting, selling, demonstrating, home science and home economics, and office management.

Re- Clipping from Boston Christian Science Monitor

Women will be educated as to attitude toward jobs, and educated practically for jobs, or directed as to how to get the training they need.

"We will have different ways of asking for jobs for each other," Miss LaVers said. "Some women will prefer to go right in cold and meet personnel managers. Others, again, will prefer the telephone, or to write in.

"But the main thing to emphasize, I think, is that this is a scientifically worked out sort of approach, and that no one club in the Women's Job Council wishes to take to itself all the credit. It must be first and last a co-operative movement."

Miss Fisher praised the harmonious relations existing between the clubs and said she anticipated great success for the venture.

Women employed - (In millions)

	35-44	45 and over
Oct. 1942	3.0	3.0
Oct. 1941	2.5	2.6
Increase in 1942 over 1941	.5	.4

October 4-10, 1942. About 3 million employed women in both the 35-44 and 45 and over age groups. This is about 500,000 more women employed in each age group than in October 1941. (Oct. chosen rather than Nov. or Dec. as the latter months reflect the holiday trade.)

The women in these two age groups make up about 40 percent of the total women employed.

U. S. WOMEN'S BUREAU

Selected Reports Made by Employers on their Experience in Employment of Older Women (as of late 1942 and early 1943)

The personnel manager in a large shell-loading plant in a midwestern state said, "Older women are doing a very good job. If I could choose the age group, I would not employ any woman under 40 years old on the loading lines."

A bag loading plant in a southern state has a policy of hiring older men and women. The plant manager said if he had a choice he would hire no woman under 35.

A plant in St. Louis making machine tools prefers middle-aged men and women, particularly older women. The plant manager thinks older women are more steady and reliable and just as efficient as younger women.

A plant making Marine engines on the West coast reports, "Most of the women employees are middle-aged. Preference is given to those with dependents."

An aircraft plant in the Middle-West has hired many older men and women. Some women past 50 are doing good work.

A company in New Jersey making rubber products "likes to hire middle-aged women because they are not as interested in job-shopping" as the younger ones. (Less turnover.)

Another New Jersey factory, manufacturing Marine lights, deliberately chose women 30-40 years old for its first women employees, intending to choose the best for supervisors of expanded force of women later. They have been very satisfactory -- no absenteeism, better record than men on that.

A Federal Reserve Bank employs older women in the War Bonds Division. They make up in accuracy what they lack in speed. There are 12 women 35-50 years old and they are stable -- no turnover and no trouble with absenteeism or tardiness.

One railroad office in Kansas City prefers mature women because younger ones are not responsible.

A wholesale distribution firm in St. Louis prefers mature women and is using middle-aged ones -- many former domestic servants -- in the packing room of the warehouse and finds them more careful than youngsters.

Chief training officer of Detroit Ordnance District says: "We want the older woman to enroll in our courses. She is a fine investment. When she completes her training she makes a steady dependable worker, likely to stay put on the job." The supervisor agreed with the training officer: "These older women are doing splendidly. We used to try to keep the limit at 50 but some of our best reports have been on women in their middle and even late fifties."

# # #

Washington Post
April 27, 1944

TWO GRANDMOTHERS TO OPERATE MONTGOMERY POLICE RADIO

Two grandmothers, the first women to relieve the manpower shortage in the Montgomery County Police Department, will take over duties today as police dispatchers in the newly installed two-way radio system serving 52 police cars throughout the county.

They are Mrs. Claire Warfield Kenner, 4505 Edgemoor lane, Bethesda, and Mrs. Josephine Wootton, 308 Falls rd., Rockville. Both have passed examinations of the Federal Communications Commission following their appointment by the Board of Montgomery County Commissioners.

Evening News
Newark, N.J.
Jan. 29, 1943.

TWO GRANDMAS ARE AMONG TRUCK DRIVERS AT KILMER

CAMP KILMER--Fifteen women, including two grandmothers, are driving trucks at Camp Kilmer. Eleven are married and nine have children. The age range is 19 to 44.

They drive all types of vehicles, from half-ton pickups, weapon carriers and jeeps to two and one-half ton dump trucks with five gear shifts. They haul ashes, rubbish, lumber, plumbing, electrical supplies and general freight, off as well as on post

The women earn $1,320 annually, work 48 hours weekly and are classified as Civil Service employees. Capt. Harold R. Connell the post engineer, says they are more conscientious than men drivers and he would like to put on 10 more chauffeurs if he can find them......

The Atlanta Journal
Atlanta, Ga.
July 11, 1943

ON JOB 42 YEARS, STILL LIKES HER WORK

Miss Mattie Smith Helped Firm Attain 'E' Pennant for Production

. . .Miss Mattie Smith is 72 and for the past 42 years, day in and day out, she has reported for her work at Nunnally & McCrea Co.

"She never misses a day, and we're awfully proud of her," said A.H. Henderson, president and general manager of the company.

...So varied has been her experience that her supervisor places her wherever she is most needed. Sometimes she makes cuffs, sometimes sews backs, sometimes collars and at other times pockets. . .

U. S. Department of Labor
WOMEN'S BUREAU
Washington

SELECTED REPORTS MADE BY EMPLOYERS ON THEIR EXPERIENCE IN EMPLOYMENT OF OLDER WOMEN
(as of late 1942 and early 1943)

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* * * *

International Altrusan Feb 1944
– Several accounts of work of in helping older women find jobs & hold them. . . . .

O.W.I. release – women's advisory committee to WMC of Aug. 13, 1943

N Y Times 9/19/43. feature story of 63 yr. old woman now repairing planes (in sheet metal shop) for T.W.A., for Air Transport Command. at National airport

pamphle stamped

O.W.I. release Sept, 3, 1943.
on woman in labor force. gives table by age.

N.Y.Times 10/1/43 Life starts anew for many over 65

NY Herald-Tribune 4/11/43. In a Cleveland plant...

Cleveland Press 5/7/43.

Aviation textile products

The younger the girls are, the more unstable they are, and our maximum production comes from women 35 to 50. If they get down even to the early 20's, they are not steady on the job.

Mr. Gill

Source!

Washington, Ind. age limit of
women 18 - 36

p. 3

forelady said she found that average worker around 40 would do as much as worker 33 yrs old.

p. 4

older women take more interest in their work than the younger persons do.

Mallory
parachute Co: certainly find that older women are excellent workers and we prefer them
We have many beyond 3 score yrs & 10. p. 5

Follmer - some of our best operators are between 50 and 60. "

	Pop.	L. F.		Emp.	
1940 (revised figures) T 14 & over	50,550	13,840	100	11,920	100
45 and over	17,320	3,060		2,710	
		22%		23	
March 1946 T	53,560	16,290	100	15,780	100
45 and over	19,430	4,280		4,200	
		26		27	
July 1944 T	52,450	20,480	100	19,980	
45 and over	18,740	5,150		5080	
		25		25	

[This is the war peak according to revised figures] P-50 No. 2

1940			increase on	
			1948 Sept	1947 April
17,100,000 non institutional	P-50 #2	45 & over	3,357,000	3,105,000
3,060,000		labor force	2,182,000	1,530,000
12,590,000 non institutional	P-50 #2	45-64	2,416,000	2,080,000
2,750,000	" " also WB leaflet	labor force	1,958,000	1,406,000

		Sept. 1948 monthly Oct 1948	April 1947	
45 and over	total women noninstitutional	20,670,000	20,205,000	p. 70 #10 Table 4
	employed	5,113,000	4,478,000	Table 9
	labor force	5,242,000	29% 4,590,000 of all women in l.f.	"
45-64	total women	15,006,000	14,670,000	"
	employed	4,589,000	4,053,000	
	labor force	4,708,000	4,156,000	

45 + over	April 1947		April 1940
operatives craftsmen, foremen & kindred	954,000		
domestic service	683,000		585,140
clerical & kindred etc, saleswomen	611,000	Total women in Clerical (not incl sales) 4,131,000 → = 14 pc	
service, not dom.	551,000		
prof + semiprof	444,000		
prop mgrs off (not farm)	414,000		
saleswomen	390,000		
farm laborers & forem	244,000		
farmers & farm mgrs	175,000		
laborers not farm & mine	12,000		

dom + service = 1,234,000

clerical + sales = 1,001,000

farmers + laborers = 419,000

Glenn Martin
Sally Payne Morgan asst director
of engr personnel

Analysis of over 900 ~~900~~ women in engr dept

From the study mentioned, the following conclusions have been made

Older women 35 or over proved to be the most stable type of employee.
Therefore they are the best hiring risk,
- They stay on the job longer & quit only for a very good reason

COMMENTS ON OLDER WOMAN WORKER

(As told to Women's Bureau field agents by employers)

Aircraft assembly. 1943

Few older women as there have been so few jobs at which they could sit and much trouble from swollen ankles and varicose veins.

No pronounced prejudice against older woman, but the older woman hasn't worked out well in the machine shop. She is, however, used in wood work and sheet metal work and has done well - one of them being 53 years old. In assembly work the older woman is only fair.

Aircraft parts. 1943

Older women are not very satisfactory because riveting is too hard for them and the majority of jobs require riveting.

Older women no trouble, and many older women in plant.

Artillery, bag and shell loading

Foremen are said to prefer women 20-30 years as they are more deft. However, superintendent says older woman is more steady and more dependable. "Some middle-aged women 35-40 are darn good help". "They have a certain amount of responsibility and want to earn while youngsters go out on dates and sleep in." Company has a large number of older women, some nearly 50. Average age is 35.

Artillery ammunition

Many middle aged who have been there for years.

Chemicals

Maximum age for women (hiring) 47. Preferred group forwomen 25 - 45.

Shipbuilding

Welders hired only if 18 - 35. Other than this few age limitations are put on the jobs.

45 absolute maximum age for women. Mature women 35 - 41 preferred. Company definitely against the employment of young girls, consider them too irresponsible.

Fireworks and pyrotechnics

Prefer young girls in the match plant because jobs require speed in packing. Foreman in signal flare division said he preferred older women because they were always on the job - no absentees - and they were reliable in every way; speed is not important in this department.

Machines and machine parts

Not many older women have been hired because majority of jobs require finger dexterity, good eyesight and speed.

Rubber products

Women 25 - 35 preferred. Old enough then to be fairly mature and serious workers and young enough to stand the work. (Most of the women have to stand constantly at their work.)

Many older workers and no age limit except for airship department where work on the floor calls for young girls.

Sighting and Fire Control Instruments

Company prefers women 21 - 35 years - because of the closeness of the work, and must have especially good eyes to do the work. "Older women often can't pass the eye exam." However, as the company can't get enough women 21 - 35, they take women from 18 - 58, with average age about 28-30 years. There is one woman 58, doing "all right".

Guns, Howitzers, mortars

Some older women are used in the plant on specialized jobs. In tool grinding the women look to be around 40 years old. Company prefers women 25 - 35 years - are more stable than the younger girls and can stand the physical strain.

Electrical products

Older women can be used on some of the bench jobs. Prefer young women for winding and jobs that require finger dexterity and that require long training. This is also true on machine jobs.

Automobile-truck trailers

Older woman would be perfectly satisfactory for some of the work and company has no prejudice against them but work is active and has felt a younger person more suited to it. Average age for women 20 - 30.

Airports

Some women 50 and over are being used in clerical jobs and in the cafeteria.

Hosiery

Have a number of older women nearing 50 - some have been in the company a long period of time "splendid workers."

Have a large number of women in the finishing room.

A group of older women are inspection - 50, 65, 70. Find the woman 50 to 60 all right, but company would rather not have them much over 60.

Older woman in many cases has worked out and can't keep up the necessary production.

Prefer younger women as higher grade hose made here requires extra good eyesight; older women have lost this. Hands must be supple. Older women can't keep up the production and soon the entire plant is slowed down.

Have many older women who have been here for years. These are all right but the older woman who has quit and been out of work is hard to adjust on her return to industry.

Professional furniture

Older woman worker is all right on some jobs but most of the work is too heavy for them.

Apparel

Company has quite a number of older women who have been with them for years. Many are still efficient operators but they have been working all their lives and can not be compared to a housewife who has no experience at 50 years of age.

Tin cans and other tinware

Company does not consider the employment of many older women feasible. Speed required, and the noise would affect older women more than it would younger women (some workers wore cotton in their ears.) On a good many jobs workers must be very quick and agile and must have great finger dexterity.

Gliders

Older women can not crawl up and down catwalks very easily. There are not many sitting down jobs, but some women around 50 years are used.

Iron and steel forgings

Older women can not stand the bending over necessary to reach the bottom of the metal containers in which parts are moved about. There are very few inspection jobs which do not include getting the work out.

Men's shirts

Company preferred women 16 - 30. There were some women of practically every age in the plant. (However, the manager did not think the old women very efficient.)

Bottle caps (paper) and cardboard containers

Older woman can not be used because of the heavy work and standing jobs.

Two of the six women machine operators are past 50 years - one is 52, the other 58. Production of these women less than younger women workers and they required a longer training period. Personnel manager is not very well satisfied with their work performance, and believes younger women should be used on machines.

Two women just past 50, are excellent workers. Wouldn't trade them for younger women, but they are believed to be the exception and not the rule.

Arsenal

Older women on the whole have not worked out too well. They have been slow and have not adjusted well, have done considerable complaining and Women's Bureau agent watched them work and said criticism of foremen probably justified.

Restaurants, Washington, D. C.

An example of the growing use of older people is the restaurant where 1/3 of the employees are over 50 years of age. A 72-year old woman is employed to wrap silver in napkins at cafeteria counter.

Smaller arms ammunition, middle west

Inspectors are 20 - 30 years of age. Somen women in factory up to 50 years; Final case trim machines are very suitable for older women - a simple feeding process - women around 50 were on these.

December 1942. Older women being hired much more frequently in the east few months. Many older women are in this plant due to fact company has made commercial ammunition for many years. Some women have been there since World War I.

Rubber hose and some gas work, New Jersey

Company likes to hire middle aged women because they work in the same departments as the men -- also they are not interested in "job shopping" as are the younger ones.

Army uniform cloth and shirting, New Jersey

50 percent of the women are 43 years or older. Oldest is 63.

Federal Reserve bank, War Bonds Division

Older women make up in accuracy what they lack in speed. Good at table or desk job, alphabetizing, filing, keeping records. Have 12 women 35 - 50 years old; stable, no turnover, no trouble with absenteeism, tardiness.

U. S. DEPARTMENT OF LABOR
WOMEN'S BUREAU

Selected Reports Made by Employers on their Experience in Employment of Older Women

The personnel manager in a large shell loading plant in a midwestern State said: "Older women are doing a very good job. If I could choose the age group, I would not employmany women under 40 years old on the loading lines."

A bag loading plant in a southern State has a policy of hiring older men and women. The plant manager said if he had a choice he would hire no woman under 35.

A plant in St. Louis making machine tools prefers middle-aged men and women, particularly older women. The plant manager thinks older women are more steady and reliable and just as efficient as younger women.

A plant making marine engines on the west coast reports: "Most of the women employees are middle-aged. Preference is given to those with dependents."

An aircraft plant in the middle-west has hired many older men and women. Some women past 50 are doing good work.

A company in New Jersey making rubber products "likes to hire middle-aged women because they are not as interested in job-shopping" as the younger ones. (Less turnover.)

Another New Jersey factory, manufacturing marine lights, deliberately chose women 30-40 years old for its first women employees, intending to choose the best for supervisors of expanded force of women later. They have been very satisfactory -- no absenteeism, better record than men on that.

A Federal Reserve Bank employs older women in the War Bonds Division. They make up in accuracy what they lack in speed. There are 12 women 35-50-years old and they are stable -- no turnover and no trouble with absenteeism or tardiness.

One railroad office in Kansas City prefers mature women because younger ones are not responsible.

A wholesale distribution firm in St. Louis prefers mature women and is using middle-aged ones -- many former domestic servants -- in the packing room of the warehouse and find them more careful than youngsters.

Chief training officer of Detroit Ordnance District says: "We want the older woman to enroll in our courses. She is a fine investment. When she completes her training she makes a steady dependable worker, likely to stay put on the job." The supervisor agreed with the training officer: "These older women are doing splendidly. We used to try to keep the limit at 50 but some of our best reports have been on women in their middle and even late fifties."

Portsmouth Navy Yard, Portsmouth, New Hampshire (Submarines) 3/4/43
A 73 year old woman who worked in the last war at a machine is here drilling and turning out as much as anyone.

In a well run Cleveland plant women in their fifties and sixties had objected in the beginning to working on the night shift, and so had been initiated on the day shift. Then they were offered a few cents more an hour for night work and were glad to take it. Going around this plant in the small hours of the morning Miss Carr talked with an elderly woman who had thought up what she hoped would be a labor saving device.

Source: New York Herald Tribune. 4/11/43

A woman 63 years old in sheet metal department of Air Transportation Co. Co. describes her as a wonderful worker, very accurate, and does good work. Does every job in sheet metal department from hand filing to making metal boxes,, covering shelves with metal etc. Got into this especially to use her ability and aid the war effort.

This woman has been flying her own plane for 31 years. Is one of 6 women members of the Early Bird Club. Was the first woman to fly the air mail. Flew air mail from Portland , Oregon to Vancouver.

Husband was a flier also, killed some years ago.

Source: A Women's Bureau Agent

A western Arsenal is employing or has employed a good many older women in both places and have not on the whole worked out too well. They have been slow and have not adjusted well, done considerable complaining and as I've watched them work, I've felt that the complaints of the foreman have been justified. The Qua rtermaster Depot now is asking for women preferably under 40 and not over 50. Some have been satisfactory, but a large proportion of the women who have been housewives and who have never worked industrially before and are in their fifties and sixties find it difficult to adjust to regular work routines. I think management may be partly at fault. Personnel Director

U. S. DEPARTMENT OF LABOR
WOMEN'S BUREAU
Washington

OCCUPATIONS HELD BY OLDER WOMEN IN 1930
(1939)

To show what proportion the women over 40 years of age formed in various occupations in 1930, when depression was just beginning, is to indicate where the older woman formerly had found a toehold in the machine world. In the compilations which follow, it is noticeable that industries long established show a higher proportion of older workers than those just now emerging as major industrial enterprises.

The Census of 1930 shows that the older woman worker is concentrated in certain definite categories of occupations.

Percentage Distribution Among Industries

Bearing in mind the general proportion of 28 percent that the women 40 and over formed of all women in gainful employment in 1930, the following summary shows the fluctuating distribution of the older woman in various occupations in 1930.

Of all women employed in the group named, the woman 40 and over formed:

Less than 5 percent	Stenographers and typists General clerks Bookkeepers and cashiers Office appliance operatives Rayon factories (operatives)
From 5 to 10 percent	Telephone operators Electrical machinery, apparatus and supplies (operatives)
From 10 to 15 percent	Waitresses Knitting mills (operatives) Silk mills " Candy factories " Rubber factories " Automobile manufacturing " Telegraph operators Bakeries (operatives) Elevator operators Paper boxes and bags (operatives)

Around 20 percent	Teachers
	Trained nurses
	Clerks in stores
	Cotton mills (operatives)
	Barbers, hairdressers and manicurists
	Shoe factories (operatives)
	Cigar and tobacco "
	Paper, printing and allied industries (operatives)
	"Professional" attendants and helpers
	Physicians' and surgeons' attendants and helpers
	Clocks and watches (operatives)
	Jewelry (operatives)
	Advertising agents
	All factory operatives and laborers, as a group
	All textile factory operatives and laborers, as a group
Around 25 percent	Saleswomen in stores
	Clothing factory (operatives)
	Suits, coats, overall factories (operatives)
	Woolen and worsted mills (operatives)
	Auditors and accountants
	Pottery factories (operatives)
	Compositors, linotypers, typesetters
	Furniture factories (operatives)
Around 33-1/3 percent	Servants (in hotels and private homes)
	Cooks in private homes
	Shirt, collar and cuff factories (operatives)
	Artists, sculptors, and teachers of art
	Fruit and vegetable canning (operatives)
	Carpet mills (operatives)
	Photographers
Around 40 percent	Musicians and teachers of music
	Millinery and millinery dealers
	Tailoresses
	College presidents and professors
	Agents, collectors or creditmen
	Glove factories (operatives)
	Editors and reports
	Bankers, brokers and money lenders
	Decorators and window dressers
	Demonstrators

Around 50 percent	Laundresses (hand)
	Cooks in hotels
	Charwomen and cleaners
	Social and welfare workers
	Religious workers
	Insurance agents
	Canvassers
	Bakers
Around 60 percent	Housekeepers and stewards
	Dressmakers and seamstresses (not in factory)
	Boarding and lodging house keepers
	Midwives and nurses not trained
	Retail dealers
	Restaurants, cafe, and lunchroom keepers
	Janitors and sextons
	Real estate agents
	Hotel keepers and managers
	Postmistresses
	Physicians and surgeons
	Authors

Personal letter to Miss Wunder from a New York friend, who managed her father's business for nearly 20 years, in charge of a skilled workmen force of 40 men, a specialized building construction business, with entire responsibility for meeting New York City requirements on buildings and installment of equipment, and making final decision on architect's blueprints on every job undertaken, dealing with customers who paid only once a year and burdened with corresponding financial obligations. The workmen belonged to various craft unions. Her sense of obligation as an employer prevented her from laying them off during the depression years, and most of her capital was used up. Her business has evaporated, due to war, and she has to find employment in order to meet taxes and obligations still outstanding. She is in her early 40's.

"I think there is theoretically less opposition against women of my age than a year ago though the Bendix man said the radio and press were entirely misleading - women were not wanted, etc. etc. I do not wholly believe him but it is certainly my experience they do not welcome you with open arms as one would be led to think was the case.

"The U.S. Employment office gives me the same feeling I get in the Bronx, something to run away from! I tried to get some information from a man who stood under the sign saying "Information" - in a bad and broken English, he was solely concerned as to whether or not I was a citizen. I finally told him I was born three blocks from where we stood and he looked at me as if I ought to be in the zoo. I've decided in general they want either that you have spent the major portion of your life as a factory worker or are an Einstein in mathematics, Neither seems basic but things are done to a formula..."

[illegible] Older woman

For Miss Robinson- from agent Mrs C.G. Hager.
Subject- Note from home visit schedule- #1. Condenser Corp. Plainfield, N.J.

I.P. has always had to work, raised 6 children, four are married and have own families, lots of illness etc. Not able to help her. Two at home have no work at present. Husband drank all of his life.

Owns her home, but roof leaks and taxes not paid, not had money for this. "wants to work awhile longer to get can of paint to fix roof-hopes son is getting a job now, as I.P. says the way her legs are she can't hold out much longer.

I.P. is a widow 57 yrs of age. She does all her housework before going to work; has a grown daughter who has been ill for a year and is just getting to the place where she can help/ I.P. likes the night shift as she can do her house-work before going to the plant.

At present I.P is putting seal on condensers and painting dots on condensers. Prior to this she had been supporting herself and family by doing days' work - cleaning . She remarked that she felt no strain from the work and said" not heavy like house-cleaning. I.P. can sit or stand at her job.

I.P. has very bad varicose veins- so bad that they cannot be operated on. This condition is not caused by present job however as I.P. has worked here only 7 months.

I.P. does not rest nor take time to go to the wash room. She said that the younger girls can make their rate easier, and she doesn't want them to say" that old woman she can't keep up" Makes her bonus rate most every day but some days she can't.

I.P. remarked that it was difficult to report for work early on Sat morn. 8 A.M. after working until 12 midnight on ~~Saturda~~Friday. She stated that she had to work. The difficulty seems to be with I.P's legs which agents describes as the worst she had ever seen..I.P. wears elastics stockings and says that they help some but some mornings can hardly stand on them.

At present I.P. is earning 48½ cents an hour and an average of $1.00 a wk bonus. She works a 40 hr week. She had earned $2.50 to $3.00 a day at housework for an 8 hr day. This is the first job that I.P. has ever had in a factory.

U. S. DEPARTMENT OF LABOR
WOMEN'S BUREAU
WASHINGTON

The following anecdotes on employment of older women who have taken National Defense Training courses were sent to the Women's Bureau by a staff member whose regular work is field investigation.

This type of information - human interest sidelights on woman war employment - has been requested of the field staff by the Division of Public Information in part to satisfy outsdie demands for such material. It is hoped this material may be useful as illustrations in interpreting the woman war employment picture and in helping "drive it home."

Case No. I

Age of woman - 47 years
Nationality - American
Occupation - Housewife
Previous experience - None
Education - High School (2 years)
Type of Training - Inspection - 120 Hours
Course includes - 66 hours inspection
23 hours blueprint reading
31 hours shop (machines)
Place of employment - An Eastern Tool Company
Starting wage - 70 cents per hour or $36.40 per week (48 hours)

This woman was placed a few days after training was completed.

Case No. 2.

Age of woman - 52 years
Nationality - American. Born in Pennsylvania
Occupation - Housewife
Previous experience - None
Education - Grammar School
Type of Training - Same as #1 (inspection)

This woman did very good work in the training class and was referred to an Eastern Tool Company for a job. She told a Women's Bureau agent that she was not employed as a birth certificate is required and she could not get one. She was born prior to 1906, and no records were kept up to that date. 1/

1/ The House passed and sent to the Senate on July 18 a bill providing for use of Census records in establishing birth dates for use of persons seeking war employment. Also workers seeking employment in war plants where secret or confidential Government orders are being filled will no longer have to present birth certificates to prove American citizenship, Paul V. McNutt, War Manpower Chairman has announced. The applicant need only sign a simple declaration that he is a citizen, in the presence of an Army or Navy District Procurement Factory or Plant Protection representative.

Aside from patriotic reasons, this woman needs to work in order to supplement her husband's small income. She has a daughter who will enter nurses' training in September.

Since the inability to get a birth certificate is preventing many older women from securing employment, it is hoped that the Congressional bill on birth certificates will be publicized with this in mind.

Case No. 3

Age - 48 years
Nationality - American
Occupation - Housewife
Previous experience - worked in a newspaper office several years before marriage.
No employment since 1919 except to sell Fuller brushes - house to house canvas a few years ago.

Completed the course a few weeks ago and is very enthusiastic about the machine work - prefers that to inspection. She thought the noise of the machine might bother her when she first started training but found that she didn't mind the noise at all.

Expected to go on a productive job with a tool company in another week. They have promised her a job, and the plant is within walking distance of her home. She has not looked for other work.

Starting rate 70 cents an hour.

This woman has a daughter and son both in high school.

The Women's Bureau urges employment of older women. They are dependable and steady and usually display better judgment, particularly in hazardous work, than very young workers. No top age limit for women in war work is necessary. Where such a limit may be in effect, employers run a risk of impeding the recruitment of excellent workers.

Older Workers

Because of their generally fine performance during the wartime labor shortage, older workers will find employment opportunities much broader in postwar than in prewar years. This is the conclusion of a survey of personnel and employment managers of manufacturing and retail establishments made by the Family Economics Bureau of the Northwestern National Life Insurance Company of Minneapolis.

The report shows that workers from 40 to 50 are adaptable, learn fairly quickly, and are satisfactory almost anywhere in a factory. They were the main reliance in many plants during the war and were superior to the youthful persons available.

A war factory reported that women over 50 were unable to stand the extra pressure of war production. New Employees of both sexes past 50 had to be placed in carefully selected jobs.

In offices and stores, women dominate the picture. The older office women were generally reported as surprisingly adaptable and in many concerns have carried the main wartime burden. The report on women 40 to 50 in stores was much the same. Women past 50 were usually placed in jobs where they could sit - such as wrapping, marking and taking phone orders.

Chief training officer of Detroit Ordnance District says: "We want the older woman to enroll in our courses. She is a fine investment. When she completes her training she makes a steady dependable worker, likely to stay put on the job." The supervisor agreed with the training officer: "These older women are doing splendidly. We used to try to keep the limit at 50 but some of our best reports have been on women in their middle and even late fifties."

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Old now
(latest data here are 1945)

Serial No. R. 1831

[From the MONTHLY LABOR REVIEW (March 1946) of the Bureau of Labor Statistics, United States Department of Labor]

Employment and the Older Worker[1]

Summary

PROGRESSIVE increases in the life span of industrial workers at the same time that the tendency in peacetime industry is toward the employment of younger people make the employment problem of the older worker one of increasing difficulty.

The satisfactory war performance of innumerable older workers in the rank and file of industry, commerce, and public service is a matter of common knowledge. The work of civil officials in the upper age brackets and the brilliant achievements of older military leaders in World War II offer convincing evidence of the ability of those who are no longer young. Even cursory examination of Who's Who reveals the importance of the roles being played by the "over-40's." Nevertheless, many older workers are realizing that in the serious readjustments of the reconversion period their foothold in the wage-earning world will be precarious.

Unemployment-compensation cases are on the rise; the number of persons on old-age assistance rolls is increasing; and plans and proposals for removing older people from the labor market through earlier retirement are being discussed, although it is acknowledged that retirement presents very difficult problems for management, especially decisions as to which older workers are to be eliminated.

The older-worker problem becomes even more paradoxical when the conclusions of outstanding medical men in regard to older people are noted. Many of these doctors emphasize that biological age and chronological age are not the same. They hold that not only can the life span be greatly extended, but the added years can be made advantageous to older persons and to society; and that it is better for people in the upper age brackets to work if they are able, one physician even contending that old age and senility are no more necessarily related than infancy and rickets and that retirement is equivalent to a "ticket to death."[2]

In the discussion here presented the two conflicting trends become very evident—on the one hand, efforts toward retardation of the aging process, with retention of full faculties of the workers, and toward their continuance in the working world as long as practicable, and, on the other, the drive toward the elimination of these workers from the labor market with all possible dispatch.

The Older Worker Group

OLDER WORKERS IN THE INDUSTRIAL POPULATION

The life expectancy of the industrial population, as shown by data of the Metropolitan Life Insurance Co., has been steadily increasing for many years, reaching 64.40 years in 1944. As compared with 1911–12 this was a gain of 17.77 years; as compared with 1879–89, a gain of 30.40 years (table 1).

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[1] Prepared by Mary T. Waggaman of the Bureau's Publications Staff.

[2] You are Younger Than You Think, by Martin Gumpert, New York, Duell, Sloan & Pearce, 1944, p. 13.

Table 1.—*Life Expectancy of Industrial Policyholders of Metropolitan Life Insurance Co.,*[1] *1879–89 to 1944*

Period	Expectation in years	Period	Expectation in years	Period	Expectation in years
1944 [1]	64.40	1935	60.25	1926	55.02
1943 [1]	63.86	1934	59.45	1925	55.51
1942 [1]	64.26	1933	59.19	1924	55.62
1941	63.42	1932	58.80	1923	54.55
1940	62.93	1931	57.90	1922	55.04
1939	62.50	1930	57.36	1921	55.08
1938	61.94	1929	55.78	1919–20	51.14
1937	60.71	1928	55.88	1911–12	46 63
1936	60.31	1927	56.42	1879–89	34.00

[1] Data are from Statistical Bulletin of the Metropolitan Life Insurance Co. (New York), August 1945. "Military and civilian deaths from enemy action were excluded from this experience; an allowance was made for deaths that would have occurred normally among those killed."

Among white male policyholders the expectation of life at age 20 in 1944 was 46.40 years, which approximated one-fifth of a year longer than the expectancy at age 20 in 1941. For females at age 20 in 1944, the life expectancy was 51.35—nearly three-quarters of a year longer than in 1941. Although the life expectancy of the colored policyholders was not so favorable as that of the white (except at ages 70 and 75), the 1944 colored male at 20 years of age had a life expectancy of 43.42 and the colored female at that age a life expectancy of 45.48 years; in each case the advance since 1941 was 1⅓ years.

A corollary to the increased longevity has been the growing proportion of older people in the population. The number of persons aged 65 years or over has been increasing by approximately 200,000 a year. As of December 1945, of 53,310,000 persons in the labor force, 20,210,000 or 38 percent were 45 years of age or over and 2,930,000 or 5.5 percent were 65 years of age or over. The relative proportions of the population in the various age groups are shown in table 2, which gives unpublished census estimates. Comparable data for earlier years are not available.

Table 2.—*Total Civilian Labor Force, 14 Years of Age and Over, July and December 1945*[1]

Age group	Total		Males		Females	
	July	December	July	December	July	December
All ages	55,220,000	53,310,000	35,140,000	36,130,000	20,080,000	17,180,000
14–19 years	7,050,000	4,320,000	3,700,000	2,120,000	3,350,000	2,200,000
20–24 years	4,660,000	5,080,000	1,460,000	2,170,000	3,200,000	2,910,000
25–44 years	22,730,000	23,700,000	14,210,000	16,170,000	8,520,000	7,530,000
45–64 years	17,730,000	17,280,000	13,250,000	13,200,000	4,480,000	4,080,000
65 years and over	3,050,000	2,930,000	2,520,000	2,470,000	530,000	460,000

[1] In making any comparison between the figures for July and December, consideration should be given to the seasonal factor in agricultural employment; the withdrawal of students from remunerative work, and the return of veterans to civilian employment.

OLDER WORKERS UNDER SOCIAL SECURITY

Old-age and survivors insurance.[3]—By January 1, 1946, according to estimates of the Social Security Board, 1,350,000 living workers aged 65 or over had acquired the fully insured status which would make them or their dependents and survivors eligible for benefits under old-age and survivors insurance. Since wartime opportunities for work enabled many persons with such rights to continue or reenter covered employment, more than half these eligible workers—an estimated number of 750,000—had postponed their claims for retirement benefits. The monthly payments of others who had been receiving benefit awards had been suspended because they had entered covered employment.

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[3] Information supplied to Bureau of Labor Statistics by Division of Publications and Review, Social Security Board.

At the end of October 1945 some 843,000 aged persons were on the benefit rolls, including workers, their wives aged 65 or over, and aged widows or parents of deceased insured workers. The benefit payments of about 116,000 of these had been suspended, mainly because the beneficiary or other person with respect to whose wage record the benefit was payable had earnings in covered employment.

Prewar studies of beneficiaries in seven cities in 1941–42 seem to indicate that more than half of the aged workers then receiving retirement benefits had lost their jobs, and nearly all others had stopped work because of ill health. The decline in work opportunities for aged persons in 1945 from the peak of war production was reflected in an increase in the number of claims for benefits; in the first 9 months of 1945 more monthly benefits were awarded to persons aged 65 and over than in 12 months of 1944.

Old-age assistance.[3]—During the war years the chance to earn or to share in relatives' improved circumstances made it possible for many persons to leave the old-age assistance rolls, and made it unnecessary for others who ordinarily would have required public aid to apply for assistance. An almost uninterrupted 3-year decline in the number of recipients of old-age assistance, from a peak of nearly 2,253,000 in June 1942 to 2,033,000 in August 1945, was reversed in September, when the number rose slightly to 2,035,000. In October 1945, recipients of old-age assistance numbered 2,040,000.

Under the economic conditions preceding the war, it was estimated, the old-age assistance rolls would have increased by almost 50,000 persons a year. Recipients in June 1945 represented about 1 in every 5 of the total population aged 65 and over in the United States. In the various States, the ratio ranged from nearly 1 out of 2 in two States to only 1 out of 20 in two others.

Unemployment compensation.—No break-down by age is given in the preliminary unemployment-compensation claims data for the United States, for the week ended December 1, 1945. The considerable increase in claims for compensation, noted in the report of the U. S. Bureau of Employment Security,[4] would seem to connote greater placement difficulties for the elderly workers:

> In the week ended December 1, 1945, the number of persons filing claims for unemployment insurance reached a new high—1,800,000, about 122,000 more than for the previous high in the week closed October 6. The 1,800,000 includes 195,000 newly unemployed persons. The remaining 1,600,000 had been unemployed for 1 week or more. Significant increases in all claims were reported by California, New Jersey, New York, Pennsylvania, and Washington. Only two States, Illinois and Massachusetts, reported decreases in all claims.

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[3] Information supplied to Bureau of Labor Statistics by Division of Publications and Review, Social Security Board.

[4] Unemployment Compensation Claims Data, by State, Week ended December 1, 1945 (U. S. Social Security Board, Bureau of Employment Security, Washington, December 7, 1945). (Mimeographed.)

Initial claims reached the highest number in 6 weeks. California and New York each reported over 3,000 more than for the preceding week. Waiting-period claims increased 17 percent to 123,618.

Compensable claims continued to go upward, reaching the new high of 1,500,000. Over half of these were concentrated in 6 States—California, Illinois, Michigan, New Jersey, New York, and Pennsylvania.

Efforts Toward Placement of Older Workers

FORTY PLUS CLUBS [5]

In the 1930's, as a result of the unusual difficulties encountered by older workers in obtaining employment, certain voluntary unofficial organizations developed which specialized in the placement of these workers. Notable among these agencies were the Forty Plus Clubs.

The usual practice of the members of the Forty Plus Clubs was to "sell" each other rather than themselves to employers. In prewar days there were possibly 38 of these organizations in the United States. After the start of defense activities, and especially after the attack on Pearl Harbor, this number dwindled, and a list recently furnished by the president of one of the clubs to the U. S. Bureau of Labor Statistics included only 13 which were known to be still in existence in October 1945; one of these, according to information received from another source, was not then functioning but was planning to resume operations.

The number of members in the Forty Plus Club of New York, Inc., an association for placement of executives, was about 65 on October 23. The expenses of this nonprofit association are almost wholly met by the members' voluntary contributions. No one is paid for his work. Each member is pledged to give an equivalent of 2½ days a week to club work. The president states: "The spirit of cooperation is predominant in our organization and since its inception almost 6 years ago more than 950 members have obtained satisfactory employment." Among the members listed as available in the club's Bulletin No. 23 were men experienced in the following positions:

Administrative assistant
Advertising manager
Advertising salesman
Chain-mail-order dress buyer
Comptroller—industrial engineer
Executive—legal
Fact-finding specialist
Financial analyst
Fuel engineer
Hotel executive
Investigator (criminal, civil, personal, and industrial investigations)
Magazine and book publisher
Sales executive
Sales manager
Sales promoter
Secretary, executive

The Forty Plus Club of New England will soon resume operations in Boston, according to a letter of November 6, 1945, from Roland R. Darling, founder of the first club.[6] He had conferred with a very considerable number of older men who, after the entry of the United

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[5] It may be noted, in passing, that Canada's reconversion program includes a revival of prewar efforts in behalf of older workers. At a recent meeting of the Forty Plus Club in Montreal a suggestion was offered and approved that the existing association widen its activities, and that its name be changed to the Senior Citizens' Association of Canada. The intention is to organize branches in all the cities and towns as soon as possible, in order to combat any discrimination against those who may be considered too old to be hired. "Those in the forty-plus class have demonstrated their usefulness not only in earning their own living, but also contributing as they did during the war to the production of war material. They can make just as effective a contribution during the peace in adding to the national wealth in the exercise of such skills or ability which they possess, to which should be added the experience gained." (Municipal Review of Canada (Lachute, Quebec), September 1945, pp. 29, 30.)

[6] Henry Simler, as far back as 1938, was at work breaking down employers' prejudices against older men. Mr. Darling started the first Forty Plus Club. They consolidated the two activities.

States into the war, had entered war work or various branches of the armed forces but, at the time of his interview with them in mid-fall of 1945, were unemployed. This group included—

1. Those who held responsible positions before the war and went into uniform to serve as specialists in various branches of the service. One, who returned recently at 58, a lieutenant colonel, before the war had been general manager of one of the largest food firms. The organization had been completely changed and he was out of a job.

2. Older men who were in sales work before the war and who, during the war years, went into war work and on their return were being told, "Sorry, but we are building our postwar sales staff around youth."

3. Older men who could find no jobs for them listed in public or private employment agencies except those which failed to take advantage of their skills. For example, one man who formerly earned $6,000 was offered an elevator operator's job, since it was the only opening on the books for an older man.

4. Older men who reached the age of 40 during the war years and after the war were amazed at the changed attitude on the part of employers.

After talking to many men who had been unemployed in 1938 and who took war jobs which have terminated, the interviewer stated the general opinion of the group to be that "there is more opposition to the employment of older men with executive experience than before the war." Very few employment agencies specialize in placing older men, and the genuine need for facilities such as those supplied by Forty Plus Clubs is stressed. If an employer desires to employ an older man today he does not always know how to find a qualified person. The reopening of the Forty Plus Club of New England will make available to business firms in that section an agency where experienced men may be contacted, and, of even greater importance, where unemployed men with experience in executive positions will have a placement service.

Henry Simler, founder (in 1938) of the Forty Plus movement, stated in a bulletin dated October 31, 1945—

> I want to express my appreciation for the cooperation of the clubs in carrying on the Forty Plus work. I hope that all of the clubs now operating will continue, and those that have been temporarily closed on account of lack of members will be reopened, for I feel that there is going to be greater need for Forty Plus than there has been in the past.

WOMEN, ASSOCIATED

Women, Associated, of Los Angeles, promotes through cooperative effort "the reestablishment of mature, experienced women in the business and professional world. * * * It is a nonprofit, nonpartisan, nonsectarian group of former professional and business women executives banded together to secure positions where there is definite need of their services." Each member is expected to give 12 hours per week to the association until she obtains a position. Only applicants of unquestionable character and reputation are accepted.

Although an interviewer in one of the local commercial employment offices of employers told one of the applicants for membership in Women, Associated, that if she was past 40 she "might as well jump in the lake," it is from the over-40 group that the organization has recruited some of its most talented members. An official of the association feels that the prejudice against employing women over 40 should have been laid once for all during the war years when grandmothers did valiant service in defense factories and women took men's jobs, but notes that the old specter is rising again.

MAN-MARKETING CLINICS

The original "man-marketing clinic" started over a decade ago and has served about 40,000 people. Other clinics in various parts of the country have served at least an additional 200,000 persons.

Because of the heavy demand for labor during the war period, all these clinics were discontinued, except that of the Sales Executive Club of New York, which meets every week, and the University Man Marketing Clinic of de Paul University, Chicago.

These clinics have not specialized in aiding any particular age group, but "the techniques they use have proven particularly effective for the older worker," as such a worker is shown how to sell his experience rather than to compete with young applicants. Older job seekers are taught how to analyze thoroughly all of their assets and present them properly to an adequate number of "logical prospects."

Sidney Edlund, founder of the original clinic, realized that "the problem of getting a job was essentially that of merchandising a man's services," and that the principles so successfully applied in industry "can be applied just as successfully to a man looking for a job, except that no one who goes to these clinics ever looks for a job—he offers a service." The man-marketing clinics have not been federated into a central organization, but their founder, who has carried on personally as time allowed, believes that there should be such an organization.[7] In a letter of October 3, 1945, to the Bureau of Labor Statistics, he reported that inquiries suddenly had begun to come in as to how to organize and conduct man-marketing clinics. "This week alone I received seven requests—five from the United States, one from Nova Scotia, and one from England."

OLD-AGE COUNSELING CENTERS

After the entry of the United States into World War II, the scarcity of manpower in the San Francisco area made it easy for old persons who had been rehabilitated by the Old Age Counseling Center of that city to obtain remunerative employment. From May 1943 to May 1945 the center handled 178 employment cases, of which group 59 percent were men and 41 percent were women. The ages ranged from 57 to 78 years. Of the 178 persons, 63 were from relief rolls, 59 had been receiving old-age benefits, and 56 had been dependent upon members of their families. The rehabilitation of 123 involved change of attitude, and 55 needed to learn new skills. Full-time jobs were obtained by 151, and part-time jobs by 27 of the applicants. Their monthly earnings, after deductions, ranged from $74.25 to $188. The average cost to the client for the services of the center was $10.[8]

Among the occupations in which clients were placed were apartment-house and hotel-desk clerk, assistant cook, cashier, checker in food store, circulating-library clerk, doorman in undertaking establishment, home catering, hospital services (generally pantry workers and bedmakers), household work, night watchman, relief elevator operator, rooming-house manager, telegraph messenger, telephone operator, supervisor of supplies in shipyards, and streetcar conductor.

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[7] The Man Marketing Clinic, by M. Bernard Cooke, in Savings Bank Journal (New York), July 1945.

[8] Letter to U. S. Bureau of Labor Statistics from Clare de Gruchy, director of the center.

The Maturity and Old Age Counseling Center in Los Angeles is a project of The American Institute of Family Relations. The center deals with serious psychological old-age problems and the postponement of such problems. It gives a short group laboratory course for their prevention; this course is also given by correspondence. "Reference is to psychological—not chronological or physiological—old age." Some individual counseling is given, but in view of the limited resources available it has seemed wise to concentrate rather on material for the purpose of training as many as possible to be able to understand their problems better. Several seminars were held in different parts of the county during the last half of 1945 and a considerable amount of tests and pedagogical material was issued.[9]

"Aging successfully" is the topic of an extension course for adults offered by the Cooper Union's Division of Social Philosophy. The Director of the Old Age Counseling Center of New York City conducts the course.[10]

The Special Problem of Older Women Workers

During the prewar depression unemployed older women found it especially difficult to get jobs. Even employed women 35 and 40 years of age faced the painful possibility of being displaced by younger persons. Many employers had the attitude that "a woman is through when she is 45." Everyone knows how the war changed this situation. Older women, grandmothers included, were pressed into service to do almost all kinds of work. The question of whether or not older women will be able to hold their advantageous position in peacetime, however, is vital and debatable.

The following somber forecast was recently made concerning women workers in general:

> Even more certain than any trend is our knowledge that working women, like other minorities, will be the first to lose their employment gains if America is too tragically inept to avoid a postwar depression. But if there is such a depression, the resulting chaos will be complete, so complete that what happens to members of a minority as minority will be drowned out by what happens to them as members of the whole.[11]

It might be added that older women workers, being a minority within a minority, will probably lose their jobs sooner than the younger women.

Observations of U. S. Women's Bureau.—A report, Older Women Workers and Their Problems, issued in May 1945 by the U. S. Women's Bureau, while not too optimistic as to the future of older women in the labor market, includes the observations summarized below.

Women 45 years of age and over are likely to be continued in their jobs, it is believed, as long as they do satisfactory work and there is no reduction in personnel in their particular place of employment. Although many job opportunities have been available for older women in the war years, it is evident already that the coming of peace has raised new problems as to their participation in the labor market.

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[9] Letters to U. S. Bureau of Labor Statistics from Christopher Ruess, counselor, and director of American Institute of Family Relations.

[10] Better Times (Welfare Council of New York City), November 16, 1945.

[11] Married Women Workers in the War, by Norma Bixler, in Antioch Review (Yellow Springs, Ohio), Fall 1945.

Once unemployed, older women have the double disability of age and sex. In competing for jobs in a dwindling labor market, with most employers preferring younger workers and many business establishments fixing definite age limits for new workers, a substantial percentage of older women may find it no easy matter to take up types of work to which they are not accustomed. Many may not be able to find a job at all, notwithstanding their work experience in these last few years.

When these older women apply for employment, they are frequently interviewed by young persons who have neither the understanding nor the experience required to deal with older job seekers. Furthermore, many middle-aged women, as a result of the death of a husband, financial losses, or other cause, need to become wage earners but have no work experience (or no recent experience), no job training, and often no adequate educational qualifications.

There is a very pronounced tendency to consider older women seeking work as unemployable, whereas a rehabilitation program, including training, retraining, and frequent medical treatment for various disabilities and illnesses, may convert such applicants into employable and useful workers.

Older women may belong to occupational groups not covered by unemployment compensation and consequently may be without means of support if they cannot obtain paid work. When under 65, they are considered too old for jobs, but not old enough to be eligible for old-age insurance benefits, even if they have been previously engaged in work included under such insurance.

Public assistance or relief given older unemployed persons able and willing to work is small; consequently, some of them are forced into difficult living arrangements with their families or other people.

In their futile search for employment older women are more liable than younger women to a reduction of their morale and the undermining of work habits.

> Certain personal qualifications sometimes lacking among older women (wanting to hold or find jobs) that are more or less within their own control include: A realization of the need for ability and preparation for the job in question, stability and ability on the job, adaptability to the work and other workers, sufficient vitality (without disqualifying or imaginary ailments), a progressive attitude with a willingness to learn, a pleasing personality with freedom from disagreeable "sot-in-one's ways" quirks, an attractive well-groomed appearance, appropriate dress, good posture and poise, self-assurance mellowed by graceful humility and devoid of painful garrulity (sometimes an older woman's besetting foible and chief reason for her remaining without a job).
>
> Too often the community lacks proper planning, counseling, and training facilities for older workers seeking employment. There is great need for the setting up of a definite and coordinated community project to aid such women workers, with participation by government (especially the USES and the Civil Service Commission), industry, business, labor, trade and professional associations, civic and social agencies, and various women's organizations.

A later statement by the Women's Bureau expresses the opinion that "after reconversion din and smoke die down" women workers in general may have a more favorable position than in the prewar labor market.[12]

Older women in the labor force.—The unpublished census estimates on the labor force, classified by sex and age, for early December 1945, show 4,540,000 women 45 years of age and over in the labor force. These older women constituted 26.4 percent of the total women in that force. These data indicate the importance of this group from the job-market angle.

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[12] What's Ahead for Women Workers, Press release, Washington, January 6, 1946.

An analysis by the U. S. Bureau of Labor Statistics of the probable extent of labor-market participation by "extra" workers in the labor force stated that—

> While substantial numbers of women over 35 may be expected to remain in the labor force regardless of continued demand for their services, postwar job prospects will influence their labor-market participation to a large extent and in a manner quite different from that of younger married women. Women over 35 will be encouraged to remain in the labor force rather than to return to home duties if jobs are reasonably available. If, however, times are bad, many middle-aged and older women may be forced out of the labor market by their competitive disadvantages relative to men and to younger wives forced to enter the labor market to supplement the family budget.[13]

Recommendations of WMC Women's Advisory Committee.—Among the measures recommended in a report made by the Women's Advisory Committee of the War Manpower Commission in the spring of 1945 [14] were extension of social-security programs; maintenance and extension of training programs for women workers; "extension over into the postwar period and maintenance in practice of basic policy statement of Women's Advisory Committee with respect to working hours, wages, training, and other labor standards, irrespective of sex, race, or creed"; exploration of part-time employment for women who are not able to work full time; and special consideration of the problem of the paid household worker.

The future employment opportunities for women in the various fields of work require careful research, the report stated. New fields should be developed and old fields expanded to meet new social needs.

> The improvement and expansion of education and health programs in the communities and by industry should bring about vast opportunities for women in education, medicine, nursing, child care, nutrition, social service work. The establishment and improvement of industrial relations departments in the business should offer ever-increasing opportunities to women trained in personnel work.[14]

Remedial Programs and Recommendations

Recommendation for earlier retirement.—Former Secretary of Labor Frances Perkins in her final annual report recommended the "immediate liberalization of old-age retirement provisions," which would make it possible for older workers who wished to do so to retire from industry.

The practice of earlier retirement makes more jobs available for younger persons, and has also been considered an aid in maintaining plant efficiency. These goals have seemed desirable to management and labor. However, as a recent report points out,[15] the social advantages of early *compulsory* retirement are debatable, from the standpoint of either the well-being of the whole community or of the old people themselves. Such a practice not only deprives the nation of their productive capacities but also deprives these older workers of constructive outlets for their abilities. It is not suggested that old people be kept in their regular jobs until they are exhausted, but rather that those to whom work means life should not be discarded without due consideration for their abilities and feelings.[15]

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[13] Monthly Labor Review, November 1945 (p. 846).

[14] Woman in the Postwar (War Manpower Commission, Women's Advisory Committee, Washington, April 1945).

[15] Work and Retirement in Old Age, by Michael T. Wermel and Selma Gelbaum (in American Journal of Sociology, Chicago, July 1945).

The Townsend plan.—During the depression the movement known as the "Townsend National Recovery Plan" proposed regular payments to older persons as a lever to raise the country from the depths of economic distress. The proposal was given much publicity and gained considerable popular support. The scheme is again being advanced as a means of providing "an ever-expanding market for goods and services." It is proposed that persons 60 years of age or over who wish to retire, disabled citizens, and widows with children be paid monthly amounts by the Federal Government, "with the understanding that this income shall be expended currently." The funds would be derived from a Federal gross income tax (3 percent of gross receipts), the proceeds of which would be "divided equally among the qualified recipients." The author of the plan calculates that payments to individual beneficiaries would amount to about $100 a month. The advantage claimed for the plan, in addition to the financial support for the payees, is the maintenance of purchasing power which in turn would operate to prevent economic depression.[16]

The above proposal has been embodied in Congressional bills H. R. 2229 and S. 690. It is reported that over 7,000 clubs from coast to coast have been organized to fight for their enactment.[17]

Program of Veterans of Foreign Wars.—The commander of the Veterans of Foreign Wars recently presented to President Truman a legislative program, including recommendations that—

1. The Social Security Act be amended to provide for retirement benefits at age 55 and to extend protection to periods of service in the armed forces during World War II.
2. Pension rights be given to World War I veterans under similar conditions and in the same amounts now payable to Spanish-American War Veterans.
3. Retirement privileges be granted to all military personnel after completion of 20 years' service.
4. Optional retirement on full benefits be permitted all civil service employees after 25 years' service.

Other proposals.—Among other recent recommendations are the following:

The pooling of the intellectual resources of able-bodied and eminent retired college and university professors as a substantial contribution to society. "Many of these men and women are more than willing to enter types of work that would no doubt challenge their past performance. Yet, unfortunately, too large a proportion are just marking time." [18]

The continuation of the practice of part-time work which was so successfully experimented with during the war and which is especially adapted to persons who may not be equal to holding a full-time job.

The giving of refresher and other training courses for older men and women.

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[15] Work and Retirement in Old Age, by Michael T. Wermel and Selma Gelbaum (in American Journal of Sociology, Chicago, July 1945).

[16] Townsend National Weekly (Chicago), issues of September 22, October 13, and November 10, 1945.

[17] Idem, September 22, 1945.

[18] School and Society (New York), October 27, 1945 (p. 272).

The adaptation to older workers of the latest scientific and psychiatric techniques for rehabilitation of veterans. The handicaps of age in various instances are far less serious than the aftermath of war injuries. "The key to all rehabilitation work is recognition of one cardinal point: very few jobs require *all* human faculties. Therefore, it is a problem of fitting the abilities of the individual to the requirements of a job." [19]

The inauguration of an "age movement." "Age will not recover its place in the world by attempting to meet the young on their own ground * * *. Let us enter the events that fit our specifications—the marathon for example, rather than the sprints or the jumps." [20]

Continuation of research on the, as yet, little-understood aging process. Even a small amelioration of the rate of aging would greatly retard the onset of senility and extend the life span substantially. "It is the future task of science to explore the potentialities of man himself. The full capacities of man will not be revealed until senescence is more fully understood. If psychologic and psychiatric guidance can make the later years of life ones of continuing maturation, the future of man should be bright indeed. The time has come at last when men are living long enough to have time to think." [21]

Continued efforts for improvement of the health of the aged. According to Dr. Edward J. Stieglitz, "a tremendously increased longevity is here. It will probably increase further. Lengthening of the life span may be either a curse or a blessing * * * depending upon whether longevity is associated with disabling illness or with health." [21]

Wider emphasis should be given to the fact that, because a person's chronological age does not necessarily coincide with his biological age, older persons may be fully capable of performing the duties of a job. Obviously, for those who wish to work, the ability to do so without the opportunity to exercise it is meaningless. The employment possibilities of the older workers, as a marginal group, are therefore dependent, even more than is the case for young persons, upon our success in attaining a condition, if not of "full" employment, at least of a very high degree of employment.

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[19] Journal of Rehabilitation (Chicago), September 1945 (p. 25).

[20] Plea for an Age Movement, by Ralph Barton Perry. New York, Vanguard Press, 1942.

[21] Orientation of the Problems, by Edward J. Stieglitz (chapter XVII of Mental Disorders in Later Life, Stanford University Press, 1945).

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Older Workers in Wartime[1]

EVEN in the midst of the world conflict the tragic condition of job-seeking older workers in the late depression is a disturbing memory. However, following the outbreak of the war in Europe and the consequent speeding up of defense activities, the employment situation of men and women in the upper age brackets began to improve. After the declaration of war by the United States, the need for labor intensified and older workers found themselves in great demand. Among the manifestations of this change are the further increase in the number of older workers in the labor force as shown by the Census estimates; the acceleration in placement of such workers by the U. S. Employment Service; the growing numbers of persons returning to remunerative work after having been recipients of old-age benefits under the Social Security Act, and the postponement of the retirement of others who had never drawn such benefits but were eligible for them; and the reduction in number of persons receiving old-age assistance. Other reversals in the attitude towards the utilization of older people are evidenced by the elimination, with few exceptions, of the maximum age limits in U. S. Civil Service examinations; the reinstatement of retired Civil Service employees on Government pay rolls; the retention of Army and Navy officers eligible for retirement; the decline in the number of Forty-Plus clubs; and the appearance in various types of employment of older women, against whom job barriers had been especially formidable.

Census Estimates of Employment in Higher Age Brackets

From October 1942 to October 1943, according to U. S. Bureau of the Census estimates, there was a very considerable expansion in the volume of employment in the older groups of workers in the civilian labor force, as shown in table 1. The increase in the number of persons employed who were 45 years of age and over was 1,500,000, of whom 800,000 were women. Of the additional 200,000 in the number of employed persons 65 years of age and over, 100,000 were women.

The figures in table 1 are unrevised Census estimates, as the revisions which were published before this article went to press included no analysis by age groups.

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[1] Prepared by Mary T. Waggaman of the Bureau's Editorial and Research Division.

TABLE 1.—*Estimated Civilian Labor Force, Employment and Unemployment, by Age and Sex, in October 1943 and October 1942* [1]

[Source U. S. Department of Commerce, Bureau of the Census]

Employment status and age	Estimated number (millions of persons)					
	Total		Males		Females	
	October 1943	October 1942	October 1943	October 1942	October 1943	October 1942
Total civilian, labor force	52.6	54.0	35.9	39.0	16.7	15.0
14-19 years	5.0	5.6	2.5	3.5	2.5	2.1
20-24 years	4.8	6.2	1.9	3.3	2.9	2.9
25-34 years	11.2	12.1	7.4	8.6	3.8	3.5
35-44 years	12.1	11.8	8.5	8.6	3.6	3.2
45-54 years	10.1	9.8	7.8	7.8	2.3	2.0
55-64 years	6.6	5.9	5.4	4.9	1.2	1.0
65 years and over	2.8	2.6	2.4	2.3	.4	.3
Total persons employed	51.9	52.4	35.5	38.1	16.4	14.3
14-19 years	4.8	5.3	2.5	3.3	2.3	2.0
20-24 years	4.8	6.0	1.9	3.2	2.9	2.8
25-34 years	11.1	11.9	7.3	8.5	3.8	3.4
35-44 years	12.0	11.5	8.5	8.5	3.5	3.0
45-54 years	10.0	9.5	7.7	7.7	2.3	1.8
55-64 years	6.5	5.7	5.3	4.7	1.2	1.0
65 years and over	2.7	2.5	2.3	2.2	.4	.3
Total persons unemployed [2]	.7	1.6	.4	.9	.3	.7
14-19 years	.2	.3	(3)	.2	.2	.1
20-24 years	(3)	.2	(3)	.1	(3)	.1
25-34 years	.1	.2	.1	.1	(3)	.1
35-44 years	.1	.3	(3)	.1	(3)	.2
45-54 years	.1	.3	.1	.1	(3)	.2
55-64 years	.1	.2	.1	.2	(3)	(3)
65 years and over	(3)	.1	(3)	.1	(3)	(3)

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[1] All data exclude persons in institutions.

[2] Persons on public emergency work projects are included with the unemployed prior to July 1943.

[3] Less than 50,000.

Increase in Placements of Older Workers

The publication by the U. S. Employment Service of statistics of placements of workers by age groups has been discontinued, but unpublished figures made available by the War Manpower Commission for the quarter, April–June 1942, indicate that the war has increased the job opportunities of older workers. In that quarter the placements of men and women combined in the 45–54 age group rose from 164,813 to 233,809, or 41.9 above those in the quarter, October–December 1941, while the placements of both sexes in the group 55 years of age and over increased from 73,317 to 117,735, or 60.6 percent. Comparing the same two quarters, the increase in placements in the higher age brackets was much more striking for men than for women—59.4 percent for men and 9.7 percent for women in the 45–54 age group. In the over-55 age group the rise in placements for men was 78.0 percent as compared to 15.2 for women. As the labor shortage became more acute the increases became more substantial.

Some details of this improvement in the situation of older workers which, seemingly, it required a world war to effect, are here reviewed. Data in brief are given on the war-time establishment of apprenticeship and other training facilities for elderly persons, and on the organization of two old-age counseling centers for the rehabilitation of individuals no longer young. Reference is also made to important implications for older workers in certain new branches of medicine.

According to a press release of June 28, 1943, by the War Manpower Commission, the Chairman of that agency announced on that date that—

> The steady rise in employment among older workers indicates that employers are losing their prejudice against this group and learning to value their experience and "steadiness." * * * The increased use of older workers is not restricted to industries and occupations which traditionally employed older people, but includes all vital war industries and essential civilian services.

He emphasized the necessity for further utilization of the older worker if the essential labor requirements were to be met.

Return of Old-Age Insurance Beneficiaries to Remunerative Employment

During 1942, the old-age and survivors insurance program was affected by two diverse influences: (1) The normal increase in retirements; and (2) the imperative demand for labor, which not only brought back retired persons and other beneficiaries into gainful occupations, but also kept in remunerative employment numerous other workers who in fact were eligible for retirement. The number in the latter group of course is not known; however, it is estimated that at the close of 1942 some 600,000 eligible workers had not claimed benefits. Furthermore, in November 1942, some 71,500 beneficiaries were not being paid benefits; in the great majority of cases, it was because they had current jobs covered by the Social Security Act.

At the close of the calendar year 1943, benefits were in suspension for approximately 114,000 beneficiaries because they, or the persons whose wage records constituted the basis of their benefits, were in covered employment. In addition, several hundred thousand wage earners eligible for retirement benefits had postponed submitting their claims and continued to work.

Diminishing Old-Age Assistance Rolls [2]

The 2,100,000 receiving old-age assistance under the Social Security program at the close of 1943 represented a reduction of 80,500 persons, or 3.6 percent from the number of recipients in December of the previous year. Any decline in this particular dependent group is of considerable interest, as the number of individuals in the population 65 years of age or over increases by approximately 200,000 per annum. Under the economic conditions preceding the war, it was estimated, the old-age assistance rolls would have been augmented by almost 50,000 persons per annum.

In each successive month of 1943 fewer persons, in the country as a whole and in more than one-third of the States, received old-age assistance. During the last half of 1943, assistance was discontinued for approximately 18,000 because of the employment of the recipients or their spouses. This number does not include cases in the State of New York, for which these data are not available.

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[2] The first 3 paragraphs are based on a manuscript for the "Public Assistance" section in the forthcoming Social Security Yearbook, 1943.

> The wartime increase in employment opportunities for aged persons has reduced the number who would otherwise have applied for assistance, especially those just reaching age 65, more substantially than the number leaving the rolls.

On May 29, 1944, the Pennsylvania Department of Public Assistance reported that during the preceding year private industry had taken more than 2,000 persons over 65 years of age from the old-age assistance rolls of that State. Moreover, only a small number of this group had been obliged to reapply for help. Among those securing employment was an 82-year-old man who made such a good record in picking up and delivering light packages that his employers asked the Public Assistance Department to obtain another old-age assistance recipient for similar work. The 88-year-old man referred, in response to the request, was found "equally satisfactory."

A university graduate 72 years of age, who had always been a white-collar worker until misfortune brought him to public aid, left the assistance rolls and took a position as factory inspector, while a 69-year-old woman became a sales clerk in a large department store.

An analysis of cases closed in the State of New Jersey in February 1943 revealed that 11 percent of the closings resulted from the recipients' obtaining employment. One man, who had been in receipt of assistance for about a decade, was over 80 years of age but had found a job as machinist.

Discontinuance of CCC Activities for Veterans of Preceding Wars

The U. S. Civilian Conservation Corps, which is generally acknowledged to have been one of the conspicuously successful agencies created in the great depression, provided work not only for unemployed youth but also for veterans of preceding wars.

The total enrollment in the veteran contingent of the Corps from March 31, 1933, to June 30, 1942, approximated 225,000, which constituted about 10 percent of the total membership.

Twenty thousand veterans left the Corps the year preceding its dissolution. The number of applications received was substantially lower, which is attributed to the fact that "more remunerative employment opportunities elsewhere were available as a result of requirements for increased production and distribution of war essentials." [3]

Elimination of Maximum Age Limits for Civil Service Examinations

Even in 1940 and 1941, the demand for skilled workers led to the liberalization of age limits in many of the U. S. Civil Service examinations. On March 18, 1942, the Commission issued a circular (Departmental, No. 325) which read in part as follows:

> The attention of all departments and agencies is directed to Regulation II, Section 4, of the regulations promulgated under Executive Order 9063, authorizing the Commission to adopt necessary special procedures for the duration of the emergency.
>
> The section referred to provides in effect that there will be *no maximum* examination age limits except in those cases where the appointing officer establishes to the satisfaction of the Commission that the interests of good administration require such limits *for a particular examination.*

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[3] United States Civilian Conservation Corps. Annual Report of the Director for the Fiscal Year ended June 30, 1942, Washington, 1943.

Except under the conditions stated below, maximum age limits for *both departmental and field examinations* will accordingly be abolished in the following instances:

1. All pending continuously open examinations.
2. All pending examinations in which the original issue date and closing date are separated by a period of 5 weeks or more, and the closing date for which is not earlier than April 30, 1942.
3. All re-announcements of previous examinations.

It was also stated that any department or agency desiring to retain the existing maximum-age restrictions with regard to examinations which were pending, or to retain such restrictions established under previous examinations in the three above-listed categories, must submit in writing to the Commission the reasons for desiring such restrictions.

In all examinations announced for new positions subsequent to the effective date of the regulations referred to above, there will be no maximum age limits unless the appointing officer of the department or agency at the time of requesting the examination establishes, to the satisfaction of the Commission or its representatives, that the interests of good administration require a specific maximum age limit.

Table 2 contains a selected list of positions (with basic salaries) available in the Federal service as of May 16, 1944, the need for personnel for which was declared urgent and for which examinations were open to older persons.

TABLE 2.—*Opportunities in Federal Civil Service, in 1944* [1]

Position	Basic annual salary [2]
Aeronautical:	
Inspector, engineering materials	$1, 620–2, 600
Maintenance supervisor	3. 200 3, 500
Agricultural: Warehouse manager	2, 000–4, 600
Clerical and office machine:	
Calculating-machine operator	1, 440
Alphabetic-card-punch operator	1, 260
Photostat operator	1, 440
Mimeograph operator	1, 260
Teletype operator	1, 440 1, 620
Economics and business:	
Accountant and auditor	2, 600–6, 500
Economist and economic analyst	2, 600–6. 500
Passenger rate clerk	2, 300 2, 600
Statistician	2, 600–6, 500
Traffic and transportation specialist	2, 600–6, 500
Engineering:	
Draftsman, engineering	1, 440–2, 600
Engineer (aeronautical, chemical, electrical, explosives, industrial, marine, and other fields)	2, 600–8, 000
Engineering aid	1, 440–2, 600
Expediter (marine)	2, 600–3, 800
Naval architect	2, 600–5, 600
Medical:	
Dental hygienist	$1, 620
Medical officer	3, 200–4, 600
Occupational therapy aide	1, 620–2, 000
Physiotherapy aide	1, 620 1, 800
Veterinarian	2, 000 2, 600
Nursing:	
Graduate nurse in United States	1, 800
Public Health nursing consultant	2, 600–5, 600
Miscellaneous:	
Laboratory mechanic	1, 440–2, 300
Lithographer	1, 440–2, 000
Radio: Radio inspector	2, 000–2, 600
Scientific:	
Chemist	2, 600–5, 600
Meteorologist	2, 600–5, 600
Physicist	2, 600–5, 600
Technical and scientific aid	1, 620–2, 600
Trades:	
Instrument maker	([3])
Toolmaker	([4])

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[1] Data are from U. S. Civil Service Commission. Form 2279, Issue No. 4, Opportunities in Federal Service, and Supplement No. 1 to the foregoing.

[2] Exclusive of overtime compensation for the present 48-hour Federal workweek, which amounts on annual basis to approximately 21 percent of that part of the basic salary not in excess of $2,900 a year.

[3] Pay ranges from $7.44 per day to $1.24 per hour.

[4] Pay ranges from $7.20 per day to $1.08 per hour.

Reemployment of Federal Civil Service Annuitants

The U. S. Civil Service Retirement Division reported, under date of May 25, 1944, that annuitants reemployed before the attack on Pearl Harbor, December 7, 1941, numbered 689, and that since that date 789 additional retired employees have returned to the active, civil rolls of the Government. The first group was reemployed under Section 6 of the National Defense Act of June 28, 1940 (54 Stat. 676), authorizing the War and Navy Departments to reemploy persons who had been retired. The second group was brought back into Government work under Section 2 (b) of the Civil Service Retirement Act as amended January 24, 1942, providing that "an officer or employee retired under the age or optional provision of the law may be reemployed only in the event the appointing authority determines that he is possessed of special qualifications." On April 30, 1944, the number of these former annuitants engaged in the war effort was 1,017. The great majority of them were reemployed in the War and Navy Departments, generally as mechanics or skilled workers. The Commission has compiled no detailed data as to their ages, jobs, and salary.

Information as to the number of employees retained in the Federal Civil Service, under the pressure of war, beyond the age at which they would have been mandatorily retired, is not available at the Commission, as Federal departments are not required to report to the Commission the immediate reemployment of employees attaining the obligatory retirement age.

Older Groups in the Armed Forces

In May 1944, the Navy Department reported that 2,300 officers who had become eligible for retirement since the attack on Pearl Harbor were on active duty.

As of April 3, 1944, the number of Army officers on the retired list for all causes including age was 4,525, of whom 630 were on active duty.

Table 3, supplied by the Adjutant General's Office, shows that on December 31, 1943, the age groups 40 years and over contained 75,200 (11.6 percent) of the male Army officers, 78,500 (1.2 percent) of the enlisted males, 1,200 (16.2 percent of the women officers, exclusive of the Army Nurse Corps and 42 women doctors), and 52,000 (7.9 percent) of the enlisted women. Of these older groups, 16,700 male officers and 6,800 enlisted men were 50 years of age or over.

Table 3.—*Army Personnel, Male and Female, as of December 31, 1943, by Age*

Age	Males[1]		Females		Age	Males[1]		Females	
	Officers[2]	Enlisted men	Officers[3]	Enlisted		Officers[2]	Enlisted men	Officers[3]	Enlisted
All ages	649,000	6,739,000	7,400	52,000	42 years	6,600	10,000	200	600
					43 years	6,900	11,500	200	300
18 years		273,500			44 years	5,700	7,300	100	700
19 years	1,900	513,500			45 years	5,500	7,800	100	400
20 years	6,600	561,000		1,200	46 years	4,800	5,500		
21 years	16,500	607,700	100	4,000	47 years	4,100	1,200	100	200
22 years	36,900	607,900	500	7,900	48 years	4,200	1,800	100	100
23 years	47,400	535,300	400	6,100	49 years	3,800	1,300		200
24 years	56,300	517,500	300	4,700	50 years	3,000	1,400	100	100
25 years	59,900	467,400	600	4,200	51 years	2,800	1,400		
26 years	53,300	344,600	500	4,000	52 years	2,200	400		
27 years	43,600	329,500	300	1,700	53 years	1,900	800		
28 years	39,000	291,700	600	2,100	54 years	1,500	400		
29 years	32,300	263,400	300	1,800	55 years	1,400	500		
30 years	25,400	225,900	400	1,900	56 years	1,000	400		
31 years	23,400	204,400	300	1,200	57 years	800	500		
32 years	21,900	175,600	300	1,500	58 years	500	200		
33 years	20,100	161,600	300	700	59 years	600	100		
34 years	18,500	144,000	200	1,200	60 years	300			
35 years	17,400	132,400	300	700	61 years	200	400		
36 years	16,200	115,900	400	1,100	62 years	100	200		
37 years	14,700	102,400	200	700	63 years	100	100		
38 years	12,700	67,300	200	700	64 years	200			
39 years	9,800	18,000		500	65 years and over	100			
40 years	9,000	12,400	100	700					
41 years	7,900	12,900	200	800					

[1] Includes warrant officers and flight officers.
[2] Ages of officers based on 90 percent sample; those of enlisted men, on Personnel Survey.
[3] Excludes Army Nurse Corps (ages of nurses not available) and 42 women doctors.

Decline in Number of "Forty-Plus" Clubs

In the spring of 1939 the United States was still confronted by a receding but serious unemployment problem. Organizations known as "Forty-Plus" clubs were operating in various parts of the country. A partial list of these clubs published in the Monthly Labor Review included associations in 29 cities in the United States and 2 cities in Canada, and 1 club in London.

These clubs had been created in behalf of higher-salaried men and women over 40 years of age who were without jobs. The purpose of such organizations was to restore highly capable unemployed persons to business and industry. In many cases, the joblessness of these people had affected their morale. It was, therefore, a common practice of the club members to "sell" each other rather than themselves to prospective employers.

Roland R. Darling (now director of the Veterans Reception Center of the Greater Boston's Community Council), who was very active in the Forty-Plus movement, stated in a letter of May 8, 1944, to the U. S. Bureau of Labor Statistics, that the majority of Forty-Plus clubs had ceased to function during 1942 or 1943, but that the "alumni"—the men placed in jobs—had retained their interest in the plan and are holding it ready for operation when the service is needed again. In Boston, for example, the alumni hold a monthly meeting.

Mr. Darling also reported on "some interesting reactions" of employers who hired men from Forty-Plus. One employment manager of an important company said that "after the war those men over 40 will be with me. We have not had any trouble from them.

They have good work habits and there was little or no absenteeism among them. Our plan is to keep them as long as we can. They have proven their worth." Another executive stated that the older men in his company were not so addicted as the younger workers to late hours, when not on the job, and that in general their production was very satisfactory. He also stressed that these more mature employees had good habits of work and did not take advantage of others.

A third employer held that young persons after the war will be obliged to make drastic adjustments when high wages will no longer be paid for jobs demanding few, if any, skills. Older workers have skills and good habits of work. Although they may not learn a new skill as rapidly as young persons, they are quicker to adapt to salary readjustments and to accept the reasons for them.

According to Mr. Darling it "is evident that these older men who have experienced unemployment know that no position is secure and that a person must establish relationships with the employer which will assure perfect understanding" in order to avoid dismissal on short notice. He added: "Of course, in line with the original policy, the local Forty-Plus organization will be set up by men who are over 40 and who are unemployed. None of us who have jobs will dictate policies but we will provide the new group with information regarding previous activities."

At least 16 Forty-Plus clubs are still in operation, according to a letter of May 4, 1944, to the U. S. Bureau of Labor Statistics from Henry Simler, chairman of the Forty-Plus Committee of the National Federation of Sales Executives. Among the cities in which these clubs are functioning are Buffalo, Chicago, Cincinnati, Cleveland, Denver, Detroit, Los Angeles, New York, Philadelphia, Pittsburgh, St. Paul, and San Francisco.

In certain cities the clubs have active alumni who have been placed through their respective organizations, and the dues paid by such alumni are helping the regular or active clubs in a financial way. The active clubs require no fees nor dues from members seeking positions. Mr Simler's letter, like that of Mr. Darling, indicates the opinion of the alumni of Forty-Plus clubs that there will be great need for these organizations in the post-victory period.

From time to time, in spite of the numerous war-job opportunities, the New York City Forty-Plus Club runs advertisements concerning able men who are in quest of positions and sends out bulletins listing high-caliber older men available for employment. A monthly bulletin is issued jointly by the Men Over Forty Club of Chicago and the alumni association of that organization.

In a broadcast from Chicago on March 10, 1944, Dr. Preston Bradley said in part:

> Five years ago when the Men Over Forty Club organized here in Chicago, I did all I could for that fine organization.
>
> The club has been going all these years and performing the most remarkable services of any I know. During the early years, the difficulty was getting positions for its members, and now there is a complete reversal—now more positions than members—so Mr. Louis H. Lange, the president, asked me if I would help to bring to your attention that there are some very fine responsible positions open to men over 40 who can qualify.

Older Women Workers

The greater number of placements of older women workers in the April–June quarter of 1942, as compared with the October–December 1941 quarter, has already been noted. As the labor market tightened, the possibilities of the contribution older women could make in the labor field were more widely recognized.

In mid-August of 1943 the Women's Advisory Committee of the War Manpower Commission stressed the tremendous importance of the immediate and rapid development of an "aggressive program" to promote the greater utilization of older women in war activities. The committee's chairman asserted that full utilization was not being made of the older-worker supply, except in a very few areas suffering the most acute labor shortages, and stated that the problem was "especially serious with respect to older women, against whom employment restrictions are much more severe than in the case of older men."

War Manpower Commission reports considered by the Women's Advisory Committee show some increase in the opportunities for employment of older women under current conditions. Not only have older women been accepted in trade and service to replace men and younger women attracted to better-paying jobs, but in many labor-shortage areas women of 50, 60, and in some cases even 70 years of age, are operating machines, working as bench hands, assembling, inspecting, and performing other similar jobs.

These same reports, however, also show that while the situation with respect to acceptance of older women has improved, the improvement has proceeded slowly when compared to the progress made by older men. In many areas, the traditional upper age limits have been raised for men, but not for women. In all cases where the relaxations have applied to both men and women, the gains have been greater for men than for women.[4]

The following selected reports (as of late 1942 and 1943), made by employers concerning older women workers, were compiled by the Women's Bureau of the U. S. Department of Labor.

A bag-loading plant in a Southern State has a policy of hiring older men and women. The plant manager said if he had a choice he would hire no woman under 35.

A plant making marine engines on the West Coast stated, "Most of the women employees are middle-aged. Preference is given to those with dependents.'

An aircraft plant in the Middle West has hired many older men and women. Some women past 50 were doing good work.

A company in New Jersey making rubber products likes to hire "middle-aged women because they are not as interested in job-shopping" as the younger ones. (Less turnover.)

Another New Jersey factory, nauufacturing marine lights, deliberately chose women 30–40 years old for its first women employees, intending to choose the best for supervisors of expanded force of women later. They have been very satisfactory—no absenteeism, better record than men on that.

A Federal Reserve Bank employs older women in the War Bonds Division. They make up in accuracy what they lack in speed. There are 12 women 35–50 years old and they are stable—no turnover and no trouble with absenteeism or tardiness.

One railroad office in Kansas City prefers mature women because younger ones are not responsible.

A wholesale distribution firm in St. Louis prefers mature women and is using middle-aged ones—many former domestic servants—in the packing room of the warehouse and finds them more careful than youngsters.

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[4] **Office of War Information. War Manpower Commission. Advance release PM4430, Washington, August 1943.**

In a hosiery factory, a group of women, 50, 65 and 70 years of age, are inspecting. Women 50 to 60 are considered satisfactory, but the company would rather not have women much over 60.

Comments made by employers in various industries to field representatives of the same Bureau indicate some of the shortcomings of older women workers. Thus, in aircraft-assembly work older women are reported as not being very satisfactory in the machine shop. A fireworks and pyrotechnics company preferred young girls in the match plant because the jobs require speed in packing, but a foreman in the signal-flare division, where speed was not important, said that he preferred older women because they were "reliable in every way." An electrical products company preferred young women for winding and for jobs requiring finger dexterity and long training.

The Manpower Review of April 1944 reported on a recent appeal by the WMC Women's Advisory Committee for the assistance of women's organizations in securing additional women required for war activities. According to an estimate made by the Commission, the record total by July 1944 should be 18,700,000 women workers, the revised estimates of the number employed at the same date in 1943 being 18,080,000. Women's clubs have been asked to match their efforts with the employment needs and policies of the WMC districts and to work out their campaigns in collaboration with the local office of the Employment Service, which is in a position to know the labor-market situation in its particular area.

Training Older Workers

APPRENTICESHIP

Realizing that the great majority of apprentices as well as the younger all-round skilled men, regardless of the importance of their skills, would be drafted for the armed forces before the termination of the war, the Federal Committee on Apprenticeship (the Apprenticeship Training Service management-labor policy committee) recommended that where there is a need for all-round skilled work at the earliest possible moment, apprentices should be taken from the working groups least likely to be affected by the draft. Such groups are composed of honorably discharged veterans, older workers with family responsibilities, men classified as IV–F, handicapped people, and women (for some trades).

It had been claimed that older men would object to being called "apprentices," also that these "oldsters" could not be expected to subsist on apprentice wages. However, many older employees have been found who, having had some experience in a trade, are glad to receive additional training which qualifies them as all-round skilled workers. Furthermore, their performance in the training process is just about as good as that of the younger apprentices. It was also found that the question of wages is not difficult at all "because the older worker is transferred to an apprenticeship status without loss of pay and is granted credit for past experience, thus entitling him to one or more pay raises even before he completes his apprenticeship."[5]

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[5] War Manpower Review (Washington), April 4, 1944.

AVAILABLE UNIVERSITY COURSES

Among the three groups of applicants under the Engineering Science and Management War Training Program for employment in critical fields are more mature persons who have professional or kindred experience but who are now unemployed or engaged in less-essential industries. For example, construction engineers are retrained for mechanical, electrical, and aeronautical engineering; managers in nonessential lines of activity are given preparation for managerial positions in war work.

The University of Chicago, Stanford University, Harvard University, the University of Pennsylvania, and the Illinois Institute of Technology, among others, have been highly successful in "refurbishing the talents of displaced executives." Typical members of a class for retraining are married men more than 40 years of age having 1 or 2 children. For the most part these men are college graduates. After they have completed approximately 500 hours of class and laboratory work in up-to-date war production techniques, salesmen have been able to serve as production expeditors, investment managers have made good as job-evaluation technicians, and bank tellers have become effective purchasing agents.

Old Age Counseling Centers

The fact that at least two old-age counseling centers have been established even during the war should be a stimulus to older persons having or desiring jobs not only because of the encouraging possibilities of these agencies in the existing crisis but also because their dynamic methods would seem to make for greater post-war job security for clients of such centers.

The two new clinics, one in Los Angeles and the other in New York, are based upon the experience of the successful old-age counseling center in San Francisco started in 1921 by the late Dr. Lillien J. Martin. Her efforts in this field arose from her belief that "our second half century like our first should be both happy and useful, devoted to active living and growing." She constantly stressed the social significance of salvaging the old. In its 15 years of operation the San Francisco center has had 2,874 clients who have taken advantage of the full salvaging method. Many persons, however, came only once or twice for the solution of a particular problem. Each case received special treatment. At the time of Dr. Martin's death she was planning the organization of old-age counseling centers in various cities. The work in San Francisco will be continued by her associate.

Older Aliens

Older persons constituted a heavy proportion of the 3,600,000 aliens in the population of the United States on March 1, 1944, the median age of this foreign group being 51.7 as compared to 29.5[a] for the population as a whole. A sample study made March 4, 1944, of approximately 500,000 alien registrations, indicated that 28.2 percent (1,015,200) of these foreigners are 60 years of age or over and that 26.5 percent (954,000) are in the 50–59 age group.

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[a] Estimated; in 1940 the median age was 29.0.

The following table suggests the presence of a very substantial number of older alien workers who probably have had more difficulty in securing jobs than native white and naturalized citizens in the same higher age brackets.

Table 4.—*Aliens in the United States, March 1, 1944, Classified by Age and Country of Citizenship*

[Source: U. S. Immigration and Naturalization Service, Monthly Review, May 1944]

Country of citizenship	All ages	60 and over	50–59	Under 50
All countries	3,600,000	1,015,200	954,000	1,630,800
Austria	127,100	40,600	43,900	42,600
Germany	227,200	55,900	40,100	131,200
Great Britain and Canada	438,400	124,900	86,800	226.700
Hungary	81,000	29,400	25,700	25,900
Irish Free State	67,000	23,300	10,500	33,200
Italy	587,500	199.000	168.900	219,600
Mexico	420.100	67,000	76,300	276,800
Poland	330.100	99,500	130,700	99,900
Russia	259,600	95,400	86,800	77,400
All others	1,062,000	280,200	284,300	497,500

WMC Policy Regarding Older Workers

In May 1943, over a third of the total number of persons employed were 45 years of age and over, the Chairman of the War Manpower Commission announced in a press release of June 28 of that year. At the same time he urged, as a basis for the full utilization of the older manpower supply, that—

1. Jobs be filled on the basis of individual ability to perform, regardless of age, and that, therefore, maximum hiring age limits which bar many qualified workers be eliminated.
2. Older women be given equal consideration with men for employment, on the basis of individual ability to perform the job.
3. No worker be automatically retired or dismissed on reaching a specified age, without regard to continuing usefulness either at his regular job or at a less exacting one if necessary.
4. Older workers who are eligible for retirement benefits be encouraged to remain at their jobs wherever possible.
5. Older workers be actively recruited in areas of labor shortage along with all other labor resources; provided, however, that employment opportunities for older workers are known to exist.
6. Qualified older persons who are available for employment be absorbed before recourse is had to unnecessary immigration or to less readily available labor resources.
7. Older persons not available for full-time work be used wherever possible for part-time work, where the acuteness of labor shortage warrants use of part-time workers.
8. Maximum age limits for acceptance in war training courses be eliminated in favor of realistic appraisal of the capacities of the individual applicant, wherever placement opportunities exist.
9. Arbitrary upper age limits be eliminated in determining eligibility for public vocational rehabilitation services.
10. Equal wage rates be paid for equal work regardless of age.
11. Special consideration be given by employers to the health and safety of older workers whose physical condition may require extra safeguards.

The War Manpower Review of June 1943 reports that the main determining fact in the older workers' job success is proper placement. Many highly skilled workers too old to keep up the speed of the production line can be used to great advantage as instructors, supervisors, or inspectors, because they have the well-rounded knowledge and experience that younger workers could not have acquired. Older workers without experience have also been found satisfactory for less-skilled jobs.

Actual experience of employers with older men and women workers has indicated that even in cases where their production per time unit has been relatively less than that of young persons, the experience, judgment, concentration, carefulness, and patience of the older wage earners are compensatory factors "which pay dividends in quality of product, salvage from waste and rejects, and often in long-run output."[6]

The Ageing Process

Examination of recent literature concerning older workers discloses that the conservation, development, and utilization of their abilities is strongly stressed. The emphasis is due in part to the serious need for labor in the war emergency, yet this realization of the value of elderly persons as members of the working force undoubtedly has its implications for post-war reconstruction. Certain conclusions and recommendations of authorities on the subject of this article are noted below:

The insistence, in scientific discussions on old-age problems, that chronological age is not an index to physical age or degree of deterioration is so frequent that it will not be referred to in individual statements which offer reiterative evidence on other matters such as the actual and potential value of older persons in the working world, the advantages of their holding jobs, and the advisability of the continuous development of their abilities. By way of preface to these viewpoints, attention is called to the fact recently brought out by the Assistant Professor of Industrial Research in the Harvard Graduate School of Business Administration[7] that the principal sources of information on older workers are controlled physiological and psychological laboratory research; industrial statistical studies; and clinical observations, especially in industrial medicine. Most of the data derived therefrom are consequently regarded as "fairly trustworthy."

Dr. Alexis Carrel in his book, Man, the Unknown, stated: "The ageing man should neither stop working nor retire. Inaction further impoverishes the content of time. Leisure is even more dangerous for the old than for the young. To those whose forces are declining appropriate work should be given. But not rest."

In New Goals for Old Age,[8] Nolan D. C. Lewis, director of the New York State Psychiatric Institute and Hospital, pointed out that "The senile wants a job, wants to be important, wants affection and lots of it, and when he is denied importance, affection, and understanding he becomes a problem." The editor of this symposium holds that, for the great majority of older persons, a job is not only desirable but necessary, provided, of course, that "they are interested in working and physically and temperamentally able to cope with some type of employment." He is of the opinion that expectation of a loss in efficiency accelerates its arrival. He believes that an industry or profession should retire people not on a particular date but over a protracted period, by a "stepping down and retraining process" through the medium of a job-reallocation bureau functioning within the industry or profession itself.[9] He visualizes the possibility of the establishment in every community of a school for older people, adapted to the special requirements of men and women of 60 and even to those in the 80's, "with a vocational counselor doing a tailor-made guidance job." Youth and age should not be pitted against each other. "Cooperation rather than competition will bring out the best in each age grouping." [9]

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[6] War Manpower Commission, Press release (Washington), August 13, 1943.

[7] The Older Worker in Industry, by Ross A. McFarland. (In Harvard Business Review, Boston, Summer number, 1943, pp. 505-520.)

[8] New Goals for Old Age. Edited by George Lawton. New York, Columbia University Press, 1943.

Lawrence K. Frank, a writer on sociological and psychological subjects, formerly vice president of the Josiah Macy, Jr., Foundation, states: "We cannot do a great deal for the older person without at the same time doing a great deal for society." [8] In an ideal society, according to Dr. Abram Kardiner (Psychological Factors in Old Age), the activities of the aged would never be abruptly cut off but would be shifted in accordance with their changed capacities.

Dr. A. J. Carlson, Professor Emeritus of Physiology, University of Chicago, voices his attitude as follows:

> By keeping in idleness older workers who can still perform useful labor we are not only wasting valuable human resources but we are contributing to biologic parasitism in and degeneration of human society. For man is no exception to the biological law that existence without effort, without struggle impairs the species.[10]

It is the conviction of Dr. E. V. Cowdry, "that the problem of ageing will never receive the attention it deserves until the best informed among the millions rapidly ageing themselves see to it that darkness is dispelled by research.[11]

In an address before the Industrial Hygiene Foundation of America, Inc., 1943, Dr. Edward J. Stieglitz,[12] maintained that the war and the changing population structure make it imperative at present and in the coming years for industry to utilize older persons. He conceded that senescence undoubtedly appreciably affects industrial efficiency, but not always in the way of a decline. In the ageing process certain capacities may be developed. It is possible for older men to acquire numerous skills and to be active in various spheres of usefulness. To ignore these potentialities because of somewhat reduced capacity is gross and dangerous extravagance.

> The immense loss in industrial efficiency due to relative impairments of health, insufficient to cause absence from work but sufficient to greatly reduce work effectiveness, has been almost wholly neglected thus far. Prevention of much of this loss is possible by the application of individualized constructive medicine. Purely wholesale measures designed to better the work environment alone cannot suffice.

In closing, Dr. Stieglitz suggested that the Industrial Hygiene Foundation of America form a committee or council to make a deeper study of the problems under discussion with a view to making specific proposals.

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[8] New Goals for Old Age. Edited by George Lawton. New York, Columbia University Press, 1943.

[9] Mental Decline and its Retardation, by George Lawton. (In Scientific Monthly, New York, April 1944, p. 316.)

[10] Scientific Monthly (New York), July 1943.

[11] The New Public Health. (In Scientific Monthly, New York, October 1942, p. 360.)

[12] Author of Geriatric Medicine (Philadelphia, 1943) and various other treatises on the problems of ageing.

The Outlook for Older Workers

Most of the students of post-war planning agree that the averting of serious unemployment in the coming peace is a priority problem. The older workers' stake in this matter is of signal importance not only to them but for the national economy.

The evidence in the preceding sections of this article emphasizes the economic value of the work of a large proportion of persons in the higher age brackets, but the experience of many in this population group during the depression years is unforgettable. It is to be hoped that wartime progress in administrative techniques, the advance in the art of industrial management, and the rising interest of social workers, economists, sociologists, psychologists, and physicians in questions confronting the older worker will combine to brighten his future fortunes.

Of promise is the recent development of geriatrics (the medical care of older people), gerontology (the study of the ageing process), and gerontotherapy (the direct treatment of the ageing process), which foreshadows a new type of public health, described by Dr. E. V. Cowdry as "a union of what is best in medicine and sociology."[13] The more extensive salvaging of older workers would seem to call for no greater miracles of science than those already of record in other fields.

Among the concrete indications of a more satisfactory tomorrow for men and women no longer young are the existence of a Unit on Gerontology in the National Institute of Health and the survey being undertaken by the trustees of the Nuffield Foundation in Great Britain of the individual, social, and medical problems of ageing.[14]

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[13] The New Public Health. (In Scientific Monthly, New York, 1942, p. 356.)

[14] Journal of the American Medical Association (Chicago), April 8, 1944, p. 1075.

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Too Old At Forty-Five. By James Griffiths. *Labour* (London), December 1937: p. 79. (Trades Union Congress and Labour Party.)

Unemployment in 1937. *Fortune* (New York), October 1937: pp. 99-107.

Urge Jobs for Men Over Forty. *Business Week* (New York), July 16, 1938: pp. 24-25.

What Is to Become of These Aged Workers? *United Mine Workers Journal* (Washington), November 1, 1937: p. 13.

Work For the Aged: A Challenge! By Margaret Wallace. *Catholic Charities Review* (Washington), March 1938: pp. 69-72.

Your Job--Their Jobs. *American Legion Monthly* (Washington), April 1938: p. 12.
Employment Questionnaire: p. 4.

Prepared by
UNITED STATES INFORMATION SERVICE
Division of the
OFFICE OF GOVERNMENT REPORTS
1405 G Street, N.W.
Washington, D.C.

February 26, 1940.

1157

SERVICE SECTION
BUREAU OF
INTELLIGENCE
O. W. I.
1526-14th St., N. W.

NO. Age

SYMBOL 4t

Evening Sun (ID)
Baltimore, Md.
Circ.

DATE DEC 29 19

Overweight Women Get A Break In Job-Seeking

Personnel Managers In War, Civilian Industries Even Accepting Grandmothers In Rush To Find Much-Needed Workers

nen workers, chosen with no
tions at to age or tonnage,
ng up the manpower slack
nore's wartime industries
shape fashion.

ersonnel managers everywhere are welcoming mothers and grandmothers, as well as 200-pounders, with only one qualification—that they are able to do the work assigned to them.

Age Is No Barrier

"As a rule," one employer said. "older women are working out very well for us. We've no age limit at all here, provided an applicant can pass a physical examination and turn out an ordinary amount of work.

"In some cases we've found that the older women are more serious about their jobs, and tend to steady down the girls. We don't care what their weight is either, though naturally foremen pick slimmer women for close quarters work. We still get a pretty heavy flow of applicants, and the foremen are inclined to be a bit choosy about their selections. Other than that, there are no hiring limitations at all."

Ability And Health

Other Baltimore plants agreed in principle. One manufacturer who employs more than 2,000 women picks his employes on a basis of ability and health.

"We take them all ages and all sizes," he explained. "When they're given work suited to their strength, I don't think there's much difference in output between a 20-year-old and a grandmother, or between a perfect thirty-six and a girl inclined to plumpness. We're satisfied with what they are doing at our plant."

Few Plump Applicants

A meat packer who advertised for female help to wrap hams and bacon gets very few plump applicants.

"Not because we've got a rule against them," he said, "but our girls have to stand on their feet all day, and heavier women don't care much for a job like that. Occasionally we do get a stout one, but most of them understand what the work is here and go some place else."

He didn't think the effect of juicy hams on already large appetites turned the Amazons away from his factory, which employs 300 women now, and probably will have to use more in the future.

Catch On Very Quickly

"If they can stand on their feet and listen to a few simple instructions," he added, "they can get work here. Most of our women workers have caught on very quickly, and about all we've done so far is to take pot luck with whoever applied here for work. From now on it's apt to be a question of catch as catch can."

There's a billard academy on Fayette street still closed to the gals, gentlemen. So far as hasty search shows, it's the one male oasis left in town.

'MOM' LOVES JOB MAKING PLANE PARTS

You'd have a hard time finding a peppier Convair girl than 61-year-old Mrs. Alma Gault, Dept. 132, whose three sons in service and daughter in USO entertainment once thought she was "too old" to build bombers. She's showing them!

Two of the boys are in the Air Corps, so "Mom" Gault wanted to work on planes. For years she had been mother to a Hollywood dancer, Ardelle Gault, now traveling with the USO. Ardelle's beauty and grace are everlastingly popular with the servicemen who watch her dance, according to the camp newspapers. She expects to leave our shores soon to entertain overseas troops.

Mrs. Gault

A Convair swingshifter for a year. Mom works on small parts for the PBY, although she can handle a job on B-24 Final Assembly without any trouble. One day, her foreman asked her if she could help out on the latter.

"I was thrilled to death," she said, "when they let me put the shrouds on the superchargers. They're like collars that go on before the motor is attached. You lie down underneath the bomber to install them.

"When I'd look up at the sky and see a Liberator flying over, I'd think: Boy! I put the shrouds on that!"

Her sons are Corp. Hugh L. Gault, flight engineer for a Flying Fortress; Harry C. Gault, a warrant officer stationed at New Caledonia, and Pfc. William P. Gault, with the Air Corps at Lowry Field, Denver.

Bombers Will Win!

RATION TOKENS NEXT

Ration-stamp-conscious housewives face added worries, beginning Oct. 15. Tokens, to facilitate change-making and to augment stamps have been ordered struck off by OPA. It is estimated that a saving of $1,000,000 will be effected under this plan.

EDNA LANE, Dept. 124
. . . loves first job!

PROUDLY SHE HELPS BUILD OUR BOMBERS

Being elected to membership in a national scholastic society at Wyoming University wasn't half as big a thrill as coming to work on Convair's teeming production line, Mrs. Edna H. Lane, Dept. 124, declared as she entered the seventh month on the first job she's ever taken.

You'd enjoy talking to this gracious lady, clad in slacks, shirt and turban, as she bends over the myriad airplane parts lying on the trays in the Anodize Finish shop. Each part has just been sprayed with light green paint.

She's Grandmother

"Cheerful color, isn't it?" commented Mrs. Lane as she deftly turned the parts for another spraying.

"You know," she said, "I'm a grandmother. I used to sit at home and knit, but knitting and attending literature and art classes began to seem awfully futile and inadequate. One day, I mustered all my courage and applied for work directly connected with war.

Mrs. Lane's son-in-law is Capt. Raymond L. Nace of the Army engineers. Her daughter, Helen, and the two grandsons live with the Lanes in La Mesa.

Consolidated News
Oct. 7 '43

DIVISION OF
PRESS INTELLIGENCE
1526-14th St., N. W.

NO. OW

SYMBOL 4

Christian Sc. Monitor
Boston, Mass. (I)

DATE JUN 28 1943
p.

Women Aid War-Job Efficiency

By a Staff Correspondent of The Christian Science Monitor

WASHINGTON, June 28 — Women have had a healthy influence on industrial efficiency since they began to take war jobs, the Office of War Information reported today.

Not only has the distinction between "man's work" and "woman's work" faded in many factories, but reforms in safety and labor-saving devices brought about by the entrance of women have benefited male workers, OWI said.

"In retailoring industrial jobs to women, employers have worked in three directions," said the report. "On the production line there has been simplification. Jobs have been broken down to their component parts so unskilled labor could be utilized to most advantage. Technical changes relating to equipment have included introduction of cranes and hoists and wider use of conveyor belts—to save lifting strength. It is safe to assume that not all of these weight-saving and lifting devices will be junked when men return to the production line.

"The third—and in many cases the most significant—change is the increased attention devoted to making the job attractive.

"Many of the changes that wartime needs have highlighted," OWI declared, "were changes that intelligent employers were making anyway."

Reasonable working hours, proper rotation of shifts, safey rules, and mechanisms that are recognized as builders of morale have benefited male workers as well as women. Women also have forced upon employes new concen fo the home life of their workers as well for proper rest-room and lunch-room facilities that bring "satisfaction for the employee and ultimate profits for the employer."

The report pointed out that labor-saving devices which enable quickly trained women to do the work often speed production at the same time. Formerly, in one Chicago plant, it took a man two or three years to become adept at fluting one drill at a time on a standard milling machine. Now in three weeks, a woman can be trained to operate simultaneously two to four special-built multiple-milling machines which automatically perform fluting operations on five drill bits at a time.

One of the most important influences that women have had on factory management, OWI says, has been to wake up its thinking.

More Older Workers Reported in Industry

By the Associated Press

Washington, June 28

Chairman Paul V. McNutt of the War Manpower Commission reported today a steady increase in employment of older workers, but said there still was poor utilization of women over 45.

In May, Mr. McNutt said, more than one third of all persons employed were at least 45 years old.

Older women, Mr. McNutt added, are not being employed so rapidly as older men.

During the remainder of 1943, Mr. McNutt said, still more older workers must be hired if labor requirements of essential industries are to be met.

DIVISION OF
PRESS INTELLIGENCE
O.W.I.
1194 - Soc. Sec. Bldg

PH.________________

SY. L

Press Telegram (R)
Long Beach, Calif.

DATE JAN 30 1944
P.

MARCIA McNEY

Woman, 77, Doing Part to Win War

Seventy-seven-year-old Marcia McNey is the inspiration and favorite of the second shift of four-hour workers at Olive Vocational Center, where war production trainees in the public school war program are making light assembly parts for the Douglas Aircraft Company.

Prompted by a desire to do something for the war, she made application at Olive Center early in the fall. She not only does first-class work herself but is good for the morale of the younger workers, according to her instructors and supervisors.

"I feel younger every day," said petite Mrs. McNey happily. "I had two sons in the first World War and my nephew is now in service in the second World War, and felt I must do something more than keep house for my son. I get the housework done early and go to work on airplanes at 11:30. Then at 3:30 I hurry home, do the marketing and get dinner. It works out fine."

Mrs. McNey said that most of he assembly work is similar to usehold duties which she has formed all her life, and that king with congenial people is y fun."

OUTSTANDING WOMEN IN DEFENSE

Oct. 21, 1942

RUNNING PLANTS OR OWNER OR PRESIDENT OF CO.

Managerial, Advertising, Expert Sales Work

Miss Vivien Kellems, N.Y.C. Manufactures cable grip invented by her brother (Kellems Products, Inc., N.Y.C.) (cable grips are used in the handling and transport of heavy explosive shells) ($50,000 salary)

Mrs. Viola Palmgren Makeever(Madison M.) part owner of plant and authority on plastics, Makalot Corp., Waltham, Mass. (Is providing the millions of pounds of plastics needed for Army, Navy and Air force materials) (In last 10 years has become one of the most amazing figures in the amazing industry. Has won 2 awards from the Modern Plastic Academy.)(Augusta, Georgia Herald, 8-9-42)

Miss Lucy Rogers Walsh, Ill. Pres. of Rock Island Southern R.R. (Has had this position since 1932.)(Tribune &nStar 7-12-42, Terre Haute, Ind.)

Mrs. I. Dingle. One of the two women railroad presidents in the country . Cassville & Exeter line in Missouri. (Tribune & Star 7-12-42 Terre Haute, Ind.)

Mrs. George Backer-publisher and President of N.Y.Post. (Had worked with husband who had formerly managed paper.)

Miss Dorothy Shaver - vice-pres. of a N.Y.City Dept. store. Is paid $42,500 by Dept. store and still holds this job, but also serves as general consultant in merchandising in office of Quartermaster General. (Sunday Advertiser, Boston, 6-14-42)

Mrs. Rose Murren, Gettysburg, Pa. Farmer "Master-Farmer", self employed. Runs 140-acre farm, raises prize-winning crops while raising 3 sons and 6 daughters. (Commercial Appeal, Memphis, Tenn.

Mrs. Lillian S. Dodge-Pres. cosmetic firm (Harriet Hubbard Ayer, Inc.) Is probably the highest salaried woman in the U. S. $100,000
Sunday Advertiser -Boston, 6/14/42

Miss Beatrice Jones(Mrs. J. B. Deacon, wife of vice-pres. Schenectady Distilling Corp.) She is Pres. of N.Y.Life Underwriters-first woman to become president of underwriters. At 30 was director of women's personnel for Standard Oil at $5,000.

Mrs. Ruth Le Bron, sales promotion manager for Oppenheim, Collins & Co., N.Y.C. (N.Y.Times)

Miss Christine Le Vathes, advertising director, for Jay-Thorpe, Inc.

Mrs. Claire Lang-advertising director of fashion and publicity for Franklin Simon & Co. N.Y.City (N.Y.Times 8-27-42)

Miss Kathleen Moon-expert salesman of auto parts for Rupley Co., Houston, Texas. (Press, Houston, Texas 7-7-42

Mrs. Betty Jones Bradford, Laurel Miss., Agent & distributor of Times-Picayune. Self employed. First woman distributor in her section of country. (Times-Picayune, 7-12-42-

Dr. Elise Strang L'Esperance-physician. Founder and manager of the Kate Depew Strang Cancer prevention Clinic of the N.Y.Infirmary for Women and Children. Just awarded the Clement Cleveland medal. N.Y.Times 9/23/42

2/21/45

LIST OF WOMEN WHO AS HEADS OF ENTERPRISES HAVE CONTROL OF THEIR COMPANY'S POLICY IN INCREASING JOBS AND PRODUCTION

(Records do not show size of company. Source: Newspaper articles. Address not always given. Date in parentheses gives time information was secured.)

Olive Ann Beech, Secretary-Treasurer (principal executive) (8/27/42)
Beech Aircraft Corporation

Mrs. Camilla Stein (4/18/43)
Northwestern Airlines
(Is the only woman executive of a domestic airline in the U.S. Has been in charge 17 years.)

Mrs. George Backer, Publisher and President (4/5/42)
NEW YORK POST
(Worked with husband who had formerly managed paper)

Mrs. Grace Bowen, Manager (11/28/43)
Grace Bowen Factories
New York City
(Entire staff female. Produce hundreds of thousands of wood and metal parts for fire-fighting and life-saving equipment used by armed forces.)

Mrs. Earl Cartwright, President (7/18/43)
Indiana Forge and Foundry Company
Portland
(Took over management of husband's business when he died. Has doubled business since she has been managing it -- redoubled since war.)

Mrs. L. M. Cleaves-Byers, Manager and Owner (9/6/42)
Portage Lake Foundry
Hancock, Michigan
(One of few women in steel business - 40 years experience)

Miss Mary Dillon, President (5/10/44)
Brooklyn Borough Gas Co.
(Chairman of Board of Education, New York City. Received C of C award for outstanding citizen of the year.)

Mrs. Lillian S. Dodge, President (6/14/42)
Harriet Hubbard Ayer, Inc.
(Is probably the highest salaries woman in the United States)

Miss Beatrice Jones, President (3/20/42)
New York Life Underwriters

Mrs. Viola Palmgren Makeever (3/9/42)
Makalot Corporation
Waltham, Mass.
(Part-owner of plant and authority on plastics)

Mrs. Catherine L. M. Insinger, Head (8/22/42)
Insinger Machine Company
6245 State Road
Philadelphia, Pa.

Miss Lucy Rogers Walsh, President (7/12/42)
Rock Island Southern Railroad
Rock Island, Illinois
(Held position since 1932)

Mrs. I. Dingle, President (7/12/42)
Cassville & Exeter Line
Missouri

Mrs. W. R. Carter (1/24/43)
W. R. Carter Company
(manufacturer of screw-machine parts)

RUNNING PLANTS OF OWNER OR PRESIDENT OF COMPANY

Mrs. W. R. Carter, who runs a war industry, the W. R. Carter Company, took over her husband's work when he died in September 1941 and now runs it on a 100 per cent war basis. The Company manufactures screw-machine parts.

(Times, Seattle, Wash. Jan. 24, 1943)

Older list

OUTSTANDING WOMEN IN THE FEDERAL GOVERNMENT ENGAGED IN DEFENSE ACTIVITIES

Dr. Harriet Elliott, Consumer Commissioner, Office of Price Administration and Civilian Supply, and also on the staff of the Office for Emergency Management.

  Miss Caroline Ware, Assistant to Dr. Harriet Elliott
  Miss Loda Mae Davis, Acting Chief of Consumer Contact Section

Mrs. May Thompson Evans, field representative of the Division of State and Local Cooperation, Office of Emergency Management, in charge of consumer interest and civilian participation in defense program.

Secretary of Labor, Frances Perkins, concerned with conditions and problems of labor in defense production and apprenticeship training in relation to defense.

Miss Mary Anderson, Director of the Women's Bureau, concerned with women workers in defense production - processes suited to women, training of women for defense work, standards for their employment, and working conditions.

Miss Bertha Nienburg, Assistant Director of the Women's Bureau, in charge of special investigations of women workers in plants with defense contracts.

Miss Katherine Lenroot, Chief of Children's Bureau, consultant on children's problems to Mr. McNutt, Coordinator of Health, Welfare, and Related Defense Activities. The staff of the Children's Bureau is cooperating on these problems through the Interdepartmental Regional Committees.

Dr. Martha Eliot, Assistant Chief of Children's Bureau. Member of War Department Civil Defense Commission that made a recent trip to England to study protection of civilians under war conditions, Dr. Eliot being primarily concerned with child welfare.

Mrs. Ellen Woodward, one of the three members of the Social Security Board, is concerned with the normal activities of the Board, especially the U. S. Employment Service to which the emergency has added tremendous burdens of work connected with national defense.

Miss Jane Hoey, Chairman of Advisory Committee on Family Security to the Coordinator of Health, Welfare and Related Activities. (This committee is representative of Federal or National and private agencies. It submits reports and recommendations to the Coordinator and recommends action. There are various subcommittees on different phases of work.)

Dr. Helen Mitchell, Director of the Nutrition program under the Coordinator of Health, Welfare, and Related Defense Activities.

Miss Edna P. Amidon, Office of Education, Chief of Home Economics Education Service in charge of training of girls on N.Y.A. projects connected with defense activities in the field of home economics, as part of the defense training program.

Miss Louise Moore, Office of Education, in charge of training of girls and women for wage earning industry as part of defense training program.

WOMEN'S BUREAU
U. S. Department of Labor
Washington

Apr - 1942

WOMEN ENGAGED IN SAFETY WORK

Federal Departments (Industrial Safety)

Miss Lillian Erskine
Safety Inspector
Division of Labor Standards
U. S. Department of Labor
Washington, D. C.

Mrs. Margaret T. Mettert
Women's Bureau
U. S. Department of Labor
Washington, D. C.
(Biographical sketch enclosed)

State Departments (Industrial Safety)

Mrs. Mary Rice Morrow, Director
Bureau of Women and Children
Pennsylvania Department of Labor
and Industry
Harrisburg, Pennsylvania
(Not primarily safety work)

Miss Maud Swett, Field Director
Woman and Child Labor Department
Milwaukee, Wisconsin
(Not primarily safety work)

Private Industry (Industrial Safety)

Miss Mary E. Horgan, Assistant to
Engineering Manager
American Mutual Liability Insurance Co.
142 Berkely Street
Boston, Massachusetts

Miss Sara E. Southall
Industrial Relations Department
International Harvester Company
180 North Michigan Avenue
Chicago, Illinois

Miss Alberta Johnson
Industrial Relations Section
Allis Chalmers Company
Milwaukee, Wisconsin

Martha A. Starr
(Director of Women in Ordnance
Manufacturing)
719 7th Street, S. E.
Minneapolis, Minnesota

Dorothy Costello
Supervisor of Women
International Harvester Works -
St. Paul Works
2572 University Avenue
St. Paul, Minnesota

Jewel Williams
Senior Woman Supervisor
Radio Corporation of America
Camden, New Jersey

Miss Hazel M. Day
Women's Personnel Director
Atlas Powder Company
231 Delaware Trust Building
Wilmington, Delaware

Industrial Nurses (Industrial Safety)

Miss Joanna M. Johnson, R.N.
Industrial Nursing Division
Safety Engineering Dept.
Employers Mutual Insurance Co.
Wausau, Wisconsin

Miss Olive M. Whitlock, R.N.
U. S. Public Health Service
Washington, D. C.

Miss Frances Bethune
Plant Nurse, Firestone Cotton Mills,Inc.
Gastonia, North Carolina

Other information about industrial nurses available from:

National Organization for Public Health Nursing
(Mrs. D.Irene Bigler, Industrial Nurse Consultant)
1790 Broadway
New York, New York

National and State Safety Councils

Miss Elizabeth Bales, Assistant Director
Colorado State Safety Coundil
Denver, Colorado
(Public safety)

Rosamond Losh, Chairman
Home Safety Committee
National Safety Council
Chicago, Illinois

Other Safety Organizations

Mrs. Mildred Y. McKay, Director
Adult Education
Cleveland Automobile Club
Cleveland, Ohio

Marian Telford, National Chairman
Committee on Safety
National Congress Parents and Teachers
Chicago, Illinois

April 25, 1942
MTM:ld

GOVERNMENT

Agriculture

Dr. Lela Bocher, Bureau of Home Economics. Doing research on vitamin and mineral content of food and relation to defense program.

Dr. Ruth O'Brien, Bureau of Home Economics, U. S. Dept. of Agriculture. Tests food for shipment abroad by Red Cross, and supplies basis information on diets.

Dr. Lenore Sater, U. S. Department of Agriculture, is making a survey of substitutes for aluminum.

Dr. Hazel Steibling, Bureau of Home Economics, U. S. Dept. of Agriculture. Doing research work on vitamin and mineral content of food and its relation to the defense program. Also computes the nutritive value and adequacy of camp rations.

Archives

Dr. Elizabeth Bell Drewry. Assistant director of Reference Service of National Archives. (Washington Post, 9-19-42)

Civil Service Commission

Mrs. Lucile McMillan, Civil Service Commissioner. One of 3 Civil Service Commissioners. Salary, $8000. (Sunday Advertiser, Boston 6-14-42)

Mrs. B. M. Snoddy, Director for St. Louis Civil Service Region, is head of one of the 13 Civil Service Districts. (St. Louis Globe-Democrat, 10-16-42)

Labor Department

Mary Anderson, Director, Women's Bureau. Concerned with women workers in war production.

Dr. Martha Eliot, Asst. Chief, Children's Bureau. Member of War Department Civil Defense Commission, which made a recent trip to England to study protection of civilians.

Katherine Lenroot, Chief, Children's Bureau. Consultant on children's problems to Mr. McNutt. The Children's Bureau is cooperating on these problems through the Interdepartmental Regional Committees.

Bertha Nienburg, Asst. Director, Women's Bureau. In charge of special investigations of women workers in plants with war contracts.

Frances Perkins, Secretary of Labor. Concerned with conditions and problems of labor in war production, and apprenticeship training.

Office of Education

Louise Moore, in charge of training of girls and women for wage-earning in industry, as part of defense program.

Office of Civilian Defense

Mary Dublin, Chief, Survey Division

Office of Defense Transportation

Dorothy M. Sells, Chief, Personnel Supply Section, Division of Transport Personnel. Made 2 months survey of how Britain is meeting personnel shortages in transportation, and how women can be used here. (OWI release, 9-16-42)

Ruth West, OWI, is liaison agent between Government and department stores over the country.

Office of Price Administration

Muriel Jaret, Associate business specialist in Personal & Household Accessories Section. OPA. (News Bureau, OWI, 12-8-42)

Mary I. Barber, President American Dietetic Association. Food consultant OPA. Collaborates with Quartermaster General of the Army.

Social Security Board

Mrs. Anna M. Rosenberg, Regional Director, Social Security Board, New York. Labor and public relations consultant. Also Regional Director for War Manpower Commission for New York District.

Mrs. Ellen Woodward, one of 3 members of Social Security Board. In concerned with normal activities of Board, especially U. S. Employment Service.

Treasury Department

Defense Savings Staff

Mrs. Dorothy B. Atkinson, midwest director, Defense Savings Staff. (Release, 7-21-42)

Harriet Elliott, Associate Field Director in charge of women's war savings staff activities. (Release, 7-21-42)

Mrs. Joseph F. Robinson, Southern Regional Advisor, War Savings Staff. Her agency in Jackson, Miss., sold $1,962,386.20 in stamps and bonds.

U. S. Public Health Service

Lida J. Usilton, Senior Statistician, is analyzing aerological blood test on selectees and volunteers under the Selective Service Act.

War Production Board

Dorothea de Schweinitz, formerly with the U. S. Employment Service, and National Labor Relations Board.

Women in the Armed Forces

Women's Reserve, U. S. Marine Corps

Capt. Charlotte Day Gower, Women's Reserve 2nd Officer. Named to direct the training of the U. S. Marine Corps Women's Reserve.

Mrs. Thomas W. Streeter, Commandant of Women's Reserve of the Marines. Former Attorney of Morristown, N. J.

Navy - WAVES

Lt. Verna Carley, (j.g.) to serve at the University of Indiana Training Center for storekeepers. (New York Times, 9-24-42)

Lt. Virginia Carlin, (j.g.) assistant to Lt.Commander McAfee. (Navy Department release, 8-7-42)

Elizabeth Boland Crandall. Dean of women at WAVE officer training school at Smith College. Commissioned a lieutenant. (Navy Department release, 8-7-42)

Capt. Sue S. Dauser, Superintendent, Navy Nurse Corps.

Ensign Dorothy Foster, Assistant to director of WAVES. (Navy Department release, 8-7-42)

Lt.Commander Mildred H. McAfee, Director of WAVES. (Navy Department release, 8-7-42)

Dr. Elizabeth Reynard. (Lt.) Asst. Director, in charge of training. (Navy Department release, 8-5-42)

Lt. Mary J. Shelly, in charge of physical training and drill. Program includes health, recreation, physical conditioning, and formal drill.

Lt. Commander Dorothy Stratton, Coast Guard Women's Auxiliary. (New York Times, 9-24-42)

Lt. Helen Sweat, (j.g.) Will serve at School for Yoemen of the WAVES at Oklahoma A. & M. College. (N. Y. Times, 9-24-42)

War Department

Dr. Elizabeth Garber, Contract Surgeon, (News Bureau, OWI, 7-29-42)

Dr. Mary Moore, Contract Surgeon, (News Bureau, OWI, 7-29-42)

Army Nurse Corps

Col. Florence A. Blanchfield, Superintendent of Army Nurse Corps

WACS

Mrs. Oveta Culp Hobby, Head of WACS

Capt. Frances Keegan Marquis, Commander of First WAC contingent to go to Africa, (Washington Post, 1-31-43)

See Mrs. Olson Pub. Health

Mrs. Lucille McMillin, one of three members of the Civil Service Commission, which is recruiting the personnel needed in the defense agencies throughout the Government Service in the shortest possible time, so that work can be carried on effectively and without delay.

Miss Mary Barber, Food Consultant, appointed by Office of Production Management and assigned to Subsistence Division of the U. S. Army.

Major Julia O. Flikke, Superintendent, Army Nurse Corps.

Miss Sue S. Dauser, Lt. Com., Superintendent, Navy Nurse Corps.

Miss Mabel T. Boardman, Secretary, American National Red Cross.

Miss Mary Beard, National Director of American National Red Cross Nursing Service.

Mrs. Dwight Davis, Director of Volunteer Services.

Miss Mary N. Winslow, adviser for women's civic projects on Nelson A. Rockefeller's committee on coordination of commercial and cultural relations between the American Republics.

Miss Thelma McKelvey, Special Assistant, Labor Supply and Training Section, Labor Division, Office of Production Management.

April 5, 1941.

OUTSTANDING WOMEN IN THE FEDERAL GOVERNMENT ENGAGED IN DEFENSE ACTIVITIES

Dr. Harriet Elliott, one of seven members of the Advisory Commission of the National Council of Defense, in charge of the Consumers' Division, and also on the staff of the Office for Emergency Management.

Mrs. Minnie Fisher Cunningham, Assistant to Dr. Harriet Elliott.

Secretary of Labor, Frances Perkins, concerned with conditions and problems of labor in defense production and apprenticeship training in relation to defense.

Miss Mary Anderson, Director of the Women's Bureau, concerned with women workers in defense production - processes suited to women, training of women for defense work, standards for their employment, and working conditions.

Miss Bertha Nienburg, Assistant Director of the Women's Bureau, in charge of special investigations of women workers in plants with defense contracts.

Miss Katherine Lenroot, Chief of Children's Bureau, consultant on children's problems to Mr. McNutt, Coordinator of Health, Welfare, and Related Defense Activities. The staff of the Children's Bureau is cooperating on these problems through the Interdepartmental Regional Committees.

Dr. Martha Eliot, Assistant Chief of Children's Bureau. Member of War Department Civil Defense Commission that made a recent trip to England to study protection of civilians under war conditions, Dr. Eliot being primarily concerned with child welfare.

Miss Edna P. Amidon, Office of Education, Chief of Home Economics Education Service in charge of training of girls on N.Y.A. projects connected with defense activities in the field of home economics, as part of the defense training program.

Miss Louise Moore, Office of Education, in charge of training of girls and women for wage ~~and~~ earning industry as part of defense training program.

Mrs. Marguerite Zapoleon, Office of Education, Specialist in Occupations of Girls and Women.

Mrs. Florence Kerr, Assistant Commissioner, W.P.A., concerned with W.P.A. community projects pertaining to defense program.

Dr. May H. Hayes, Director, Youth Personnel Division, N.Y.A.

Mrs. Marie Lane, N.Y.A., concerned with setting up work projects for girls, in connection with the defense program.

Mrs. Mary Bethune, Director, Office of Negro Affairs, N.Y.A. (Probably should be included)

Dr. Louise Stanley, Chief of Bureau of Home Economics, is responsible for projects of the Bureau directly related to the defense program are concerned with sterilization of wool materials for use in Army, and study of mildew on blankets and uniforms, tent tarpaulins, etc. (Dr. Ruth O'Brien in charge); testing the acceptability of food for shipment abroad by the American Red Cross to Great Britain and Greece, and supplying basic information on diets of civilian population in comparison with standards of good nutrition; (Dr. Hazel Steibling, in charge) research on the vitamin and mineral content of food and relation to the defense program computing the nutritive value and adequacy of camp rations, (Dr. Lela Booher in charge), making a survey of substitutes for aluminum (Dr. Lenore Sater in charge)

Major Julia O. Flikke, Superintendent, Army Nurse Corps.

Miss Sue S. Dauser, Superintendent of Navy Nurse Corps.

Miss Mabel T. Boardman, Secretary, American National Red Cross.

Miss Mary Beard, National Director of Red Cross Nursing Service.

Mary N. Winslow, adviser for women's civic projects on Nelson A. Rockefeller's committee on coordination of commercial and cultural relations between the American Republics.

SOME OUTSTANDING WOMEN IN GOVERNMENT AGENCIES

O. D. H. W. S.

Mrs. Zilpha C. Franklin, Principal Information officer
Miss Alma Haupt, Principal Nurse Consultant
Dr. Helen Mitchell, Principal Nurtitionist
Mrs. Alice Clements, Assistant Director Division of social protection

Federal Security Agency

U. S. Public Health Service

Miss Lida J. Usilton, Senior Statistician, U. S. Public Health Service, is analyzing serological blood test results on selectees and volunteers under the Selective Service Act, and other venereal disease materials pertinent to defense activities.

Office of War Information

Harriet Root, Chief of Bureau of Public Inquiry

Manpower Commission

Anna Rosenberg, Regional Director

War Department

Col. Julia O. Flikke, Chief, Nursing Division, Supt. Army Nurse Corps
~~Lt. Com. Sue Dauser~~ Mrs. Emily Newell Blair, Chief, Women's Interest Section Bureau of Public Relations
Mary I. Barber, Expert Consultant to the Secy. of War and Quartermaster General on matters concerning nutrition, dietetics, preparation and combination of menus for serving all the messes.

Navy Department

Lt. Commander Sue S. Dauser, Superintendent Navy Nurse Corps

Treausry Department

War Savings Staff

Harriet Elliott, Associate Field Director, in charge of U. S. S. activities

Grace A. Parkhurst, Asst. of the Chief, Purchase Division. Procurement Division, Engaged in buying defense materials in connection with the activities under the Lease-Lend Act.

Department of Agriculture

Bureau of Home Economics -- Dr. Hazel Steibling, Asst. Chief and Coordinator of Research

Board of Economic Warfare

MVR
your copy

Women in 78th Congress

Senate

Mrs. Hattie W. Caraway, D., of Arkansas - appointed November 1931, elected January 1932 to fill unexpired term of her husband in the 72nd Congress; reelected November 1932 for term ending in 1939, and thereafter.

House of Representatives: (In order of entrance into Congress)

Mrs. Mary T. Norton, D., of New Jersey - elected November 1924 to 69th Congress; reelected to 70th, 71st, 72d, 73d, 74th, 75th and 76th Congresses. First woman to be appointed chairman of a congressional committee (Committee of the District of Columbia): now chairman of the Labor Committee; member of Education, Enrolled Bills, Memorials, Committees.

Mrs. Edith Nourse Rogers, R., of Massachusetts - elected June 1925 to fill unexpired term of her husband; reelected to 70th, 71st, 72nd, 73rd, 74th, 75th, and 76th Congresses. Member Foreign Affairs Committee, also World War Veterans' Legislation Committee.

Miss Jessie Sumner, R., of Illinois - elected November 1938 and reelected to 77th and 78th Congresses. Member of Committee on Banking and Currency.

Mrs. Frances P. Bolton, R., of Ohio - elected to the 76th Congress to fill the unexpired term of her husband, Chester C. Bolton, at a special election held on February 27, 1940, reelected to the 77th and 78th Congresses. Assigned to the Foreign Affairs Committee.

Mrs. Margaret Chase Smith, R., of Maine - elected to the 76th Congress to fill the vacancy caused by the death of her husband, the late Representative Clyde H. Smith, February 1940; reelected to the 77th and 78th Congresses. Assigned to the Committees of Education, Invalid Pensions, Post Office and Post Roads.

Mrs. Clare Boothe Luce, R., of Connecticut - elected November 1942. Assigned to Military Affairs Committee.

Miss Winifred C. Stanley, R., of New York - elected November 1942, as Representative at Large. Assigned to the Civil Service and Patents Committees.

W. P. B.

Commerce

Agriculture – Mrs Fisherbaugh

Stiebly – Asst chief
Coordinator – personal

5 div

Ruth O'Brien –
Esther Batchelder – head of Foods & Nutrition
Lenore Sater – Household Equipment
Della Foster – Family Economics
Information –

Ralph Flegum
62-83
Ag

Grace Frysinger – Regional

Mrs Gertrude Warren – Head
Miss Birdseye Nutrition Specialist
Mary Rokahr Home Manage. Spec
Mrs Lynde Spec. Parent Educat.

Personnel Office
5207
Miss Verna C. Mrs

Mrs. Rockwell
production
engineer
Lockheed

Mrs Rockwell
Mrs. Holt
Margaret Ingles
— Prod Engineer for Lockheed

refrig. engineer
vol 41 p. 62
1941

~~So. Calif.~~ ~~Calif~~
~~Col. Davies Mech. Eng.~~
~~War Dept.~~
2394

Mr. Craver. 29 West 39
Librarian
Engineering Societies Bldg.

Holt, Mrs Marshall

mining & chem eng.

contributes to
agricultural
chemical and
mining journals

Home. 2330 Lorrain rd
~~Ambrose ave~~
408 S. Spring St
Los Angeles

Rockwell

Mrs. Mabel MacFerran (Mrs Edwin W.)
Elec. engineer. 39 years old
now production engineer in Lockheed plant
Schools. Bryn Mawr – Mass Institute of Tech
Stanford Univ. (fellow)

Consulting Elec. Engineer – 1939
Previously – technical ass't So Calif. Edison Co
Ass't engineer – Metropolitan water dist of S. C.
Published articles in Proceedings of Amer Instit of

Mrs. Marshall Keyser Holt
Mining & chemical engineer
Holdfast San Rafael Calif
Born 1874 – 67 yrs old
Contributes to journals. Chemical & mining journals
Schools Ohio Mechanics Inst
Instit of Tech. Munich Germany
Occup – as mining & chemical engineer

Elec. Engineers – 3 of 4 art rec'd
Prize awards
Only in the more active part
in the electrical installations at
Boulder Dam

Miss Mary Elizabeth Miller
24-years old -
Graduate - Univ of Md
one of few women aviation engineers

Lois Joyce elec. engineer
Univ of Pittsburg 1938
has been appointed to
staff of Mass. Instit. Tech.

Olive Dennis
B & O - Service Engineer

Margaret Ingels
Refrigeration Engineer
Vol 4, p. 62, 1941 -

Elsie Eaves. Grad of Univ. of Colorado School of Engineering who has been admitted to full membership in Women's Institute of Civil Engineers

Miss Melton - a grad of Un of Col School of Engineer - who has been employed by U.S. Dept of Agric (San Francisco Office) designs & plans bridges member of Nat Ass of Engineers

Esther Hill of Seattle, graduate of Pratt Institute in Brooklyn who helps to design ships at Bremerton Navy Yard.

Dorothy A. Carlin (Mrs Philip H.)
Born Phil. Pa. 1898 - 43

Schools - Industrial Art. Phil
Cornell Univ. - C.E.

Pres Regis profess engineer in Pa

Previous
asst Office engineer Del. River
Joint Commission - Springfield water
Dept City Transit. Phil

Dorothy Quiggle - Boston
Mass Instit Tech.
BS - 1926
MS 1927
Ph D. in Chem Engineering.
Pa State Col. 1936
Pa State Col asst prof. Chem Engineer
Research Chemist & Consultant Petroleum
Refining Lab Pa State Col
Previous. Research Chemist. Research Lab
articles of applied Chem Dept Chem Engineer. 2
Mass Instit Tech

Mr. Craver Librarian
Engineering Societies Bldg
29 West - 39th St

Commerce

Mr. Stewart

Ward

War Dept 74752

Prof 5.

Mary E. Gross
Bur F & D. Commerce
asst coord.
Internat'l Statistics

Marian Phelps Scott
Commerce

CA 7-11 Pat O'Malley

W. P. B.

Dorothea de Schweinitz

Mehrtens - Maritime 60

OFFICE OF WAR INFORMATION
UNITED STATES MARITIME COMMISSION

For Immediate Release
Saturday, August 28, 1943

OWI-2407

A Liberty Ship named for one of America's foremost women journalists and editors, Marie M. Meloney, will be launched at the Bethlehem-Fairfield Shipyard, Baltimore, Md., on September 2, the Maritime Commission announced today.

Mrs. Meloney started her journalistic career at 16 by offering several political stories to the editor of the Washington Post. By the time she was 18 she had covered two national political conventions and had won a seat in the Senate Press Gallery as Washington correspondent for the Denver Post.

Her newspaper career took her to the city rooms of some of the Country's most important newspapers and to the editor's chair of a number of national magazines. She was the first woman to serve on the general staff of the New York Sun. For six years she was editor of The Women's Magazine and for half of that period was also associate editor of Everybody's. She relinquished these two posts to become editor of The Delineator. She then progressed to the editorship of a new magazine being published by the New York Herald Tribune. This publication became This Week magazine in 1935 and Mrs. Meloney remained as its editor until her death in June of this year.

In addition to her outstanding work as a journalist, Mrs. Meloney devoted time to many humanitarian causes. Her accomplishments in this field won for her a number of foreign decorations, four from France, three from Belgium, and one from Poland, These were: Officier de la Legion d'Honneur, Officier de l'Ordre de la Couronne, Ordre de la Reine Elizabeth, Officier de l'Ordre de Leopold, Ordre Polonia Restituta, Medaille d'Honneur des Assurances Sociale, Medaille d'Honneur de L'Assistance et de la Preyoyance Sociale.

Some of the successful undertakings which won her these honors were the raising of money to buy milk for Belgian children and to rebuild two devasted French towns. She was also instrumental in securing funds to buy a gram of radium for Madame Curie and a gram for Poland.

Mrs. Meloney founded, organized, and for many years conducted the Herald Tribune Forum on Current Problems.

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M V R – ~~[illegible]~~

Remember her?

WOMEN'S BUREAU
AUG 13 1945
DEPARTMENT OF LABOR

EVELYN BLEWETT CITED BY WAR DEPARTMENT

Evelyn Blewett, staff manager of the War Advertising Council was cited for Meritorious Civilian Service to the War Department and presented with the emblem and citation for such service by Major General Norman T. Kirk this afternoon in the Surgeon General's Office. Miss Blewett was civilian consultant to the Surgeon General from January until June, 1945.

Appointed as co-ordinator of matters pertaining to the Army Nurse procurement publicity program. Miss Blewett made trips all over the nation, studying the problems confronting the Medical Department in its efforts to obtain 60,000 nurses by June 1, 1945. She worked with the publicity departments of the Red Cross, the Office of War Information, the War Manpower Commission, the National League of Nursing Education, the American Nurses' Association, the Recruiting Publicity Bureau of the Army, the War Advertising Council and co-ordinated the entire program with that of the Technical Information Division of the Surgeon General's Office.

Her citation reads: "By unusual understanding and intelligent comprehension of the magnitude of the assignment of co-ordinating Army Nurse Corps procurement publicity activities of the Surgeon General's Office with those of eight separate and distinct agencies vitally interested in the procurement program, Miss Blewett contributed materially to the success of procuring desperately needed Army nurses for the Army Nurse Corps and was largely responsible for the public's acceptance and understanding of the problems facing the Medical Department."

14 August 1945.

FUTURE RELEASE
PLEASE NOTE DATE

WAR DEPARTMENT
Bureau of Public Relations
PRESS BRANCH
Tel. - RE 6700
Brs. 3425 and 4860

FUTURE RELEASE

FOR RELEASE THURSDAY A.M., MARCH 1, 1945

AWARD DISTINGUISHED SERVICE MEDAL TO MISS JACQUELINE COCHRAN

Miss Jacqueline Cochran, formerly Director of Women Pilots, Headquarters Army Air Forces, has been awarded the Distinguished Service Medal, the War Department announced today.

Miss Cochran is the first woman civilian to receive the DSM in the present war. Presentation of the award will be announced at a later date. The citation for the award follows:

> For exceptionally meritorious service to the Government in a duty of great responsibility from June 1943 to December 1944 as Director of Women Pilots, Headquarters Army Air Forces. She directed the planning, programming and administration of all women pilot activities of the Army Air Forces, including the organization, training, and operations of the Women Airforce Service Pilots (WASP). Under her leadership the WASP performed, with the utmost loyalty and efficiency, multiple flying services in direct and effective support of the Army Air Forces which were of the greatest assistance and importance to the war effort of the nation. Further, her achievements in this respect and the conclusions she has carefully and wisely drawn from this undertaking represent a contribution which is of permanent and far-reaching significance to the future of aviation. Her vision, skill and initiative have resulted in services of exceptional value and importance to the country.

Preliminary measures toward a women's pilot program as an adjunct to the AAF were begun in 1941. In July, August, and September of that year, by direction of the Assistant Secretary of War for Air, and at the request of the Commanding General, Army Air Forces, Miss Cochran's voluntary services were used in preparation of a plan for Army utilization of women pilots in a war emergency.

In the fall of 1942, she was appointed Technical Advisor to the AAF Training Command to direct the Women's Flying Training program organized as one of two experimental groups to determine the feasibility of training and employment of women pilots by the AAF.

In July 1943, when success of the women's pilot program was assured, Miss Cochran was transferred from the Training Command to AAF Headquarters and appointed Director of Women Pilots for AAF, and Special Assistant to the Assistant Chief of Air Staff, Operations, Commitments, and Requirements. The training program was enlarged, and operations were extended to include service with the Domestic Air Forces and various AAF Commands, for such service pilot activities as target-towing testing, courier work, instrument flight instruction, weather flights, and similated bombing missions, in addition to ferrying for the ATC.

With enlargement of the program a flexible coordinated organization was perfected and the official name WASP, Women's Airforce Service Pilots, adopted to apply to all women pilots in the AAF women pilot program. Upon inactivation of the program on December 20, 1944, the WASP, approximately 1,000 in number, had flown all types of aircraft in domestic use from light liaison and training planes to the fastest fighters and bombers. In training, safety, and operations as service pilots, their record compared favorably with that of AAF male pilots.

Miss Cochran (Mrs. Floyd B. Odlum) of New York City and Indio, California, was born in Pensacola, Florida. She learned to fly in 1932 and obtained her pilot licence after three weeks training. In 1937 she won first place in the women's

MORE

division of the Bendix event and third place against a field of men pilots. A year later she won the coast to coast dash, winning $12,500 prize money and setting a new women's transcontinental record of 10 hours, 27 minutes and 55 seconds.

In addition to many speed records, she was the first woman to pilot a bomber across the North Atlantic, when in 1941 she flew a Royal Air Force Lockheed Hudson craft from Canada to Great Britain. She has three times received the Aviatrix Trophy of the International League of Aviators as the outstanding woman flier in the world for the years 1937-1939. Presentation of the trophy was made on each occasion by Mrs. Franklin D. Roosevelt. Miss Cochran was president of the Ninety-nines, 1941-1942, and recently was appointed on the Board of Directors of the Northeast Air Lines.

END

DISTRIBUTION: Aa, Af, B, Da, Dd, Dg, Dm, Ea, E, N.
2-28-45
12:00 M.

[illegible]

WOMEN AT WAR

FEBRUARY, 1943

U. S. Code. Someone forgot to omit the apostrophe from "it's."

DIARY NOTES: Patricia H. Collins will be appointed the first woman member of the Board of Immigration Appeals. She'll replace former Representative Martin Smith of Washington. Miss Collins, who'll be called "judge," is an administrative assistant to the Attorney General. . . . Jack Ewing, vice chairman of the Democratic National Committee, is now reported to have the inside track for appointment as Solicitor General. Samuel Rosenman asked that his name be withdrawn from the race before he left for Europe. . . . The man who was directly responsible for the "freezing" of German credits by the Swiss government was Orvis A. Schmidt, director of Treasury's Foreign Funds Control Schmidt went to Switzerland to persuade and then advise that government on how to go about it. . . . Federal Hosuing has insured 400,000 war housing units, enough to rebuild four cities the size of Washington, Atlanta, St. Paul and Portland, Me.

Wash Post 3/8/45

Did You Happen to See---

RUTH WEST?

RUTH WEST

In Michigan there's a town called Bad Axe. The reason for its name is a mystery; population is small and reputation is the best. Citizens of Bad Axe become irate when accused of being backward and invariably answer such an accusation with:

"Ruth West was born and brought up here and now she's down in Washington doing an important job."

Her former neighbors are right about Ruth West. She is doing a job in the Office of War Information. As consultant in the Bureau of Campaigns she is the liaison agent between the Government and the department stores all over the country. Advertising work in many of the big agencies and department stores is part of the background of this career woman.

Ruth West's job has just been created and for that reason it may be tough sledding at first. That doesn't bother her. She considers the satisfaction of surmounting the insurmountable worth any effort expended. She's proud to be working for Uncle Sam.

Quick, able and imaginative, Ruth West combines two generally incompatible traits—femininity and executive ability.

Dressed in a smart tweed suit, the severity of which is relieved by touches of jewelry and a gaily colored scarf, she looks like a cover for a magazine combination of Glamour and Business Week.

"I worked on the Alpena Daily News for a year and it was the happiest year of my life because I could discover and write features on almost anything I chose," she said.

"I did occasional articles on fashions, Hungarian cooking or bringing up children before coming to Washington, but that was only when Piri, my 7-year-old daughter, needed a new pair of shoes or had to go to the dentist.

"Piri means Red Riding Hood in Hungarian. The explanation is simple. It's a pretty name and her father is Hungarian."

KATHLEEN KENNEDY.

AIDING THE NATIONAL DEFENSE EFFORT ON THE PRODUCTION FRONT

Miss Jewell Williams of Radio Corporation of America, Camden, N. J.

Miss Chloe DeLong of the Firestone Tire Company, Akron, Ohio

Miss Catherine Ferguson of the General Electric Company, Schenectady, N. Y.

Congress of Industry to Honor Seven Women in Defense Work

All Hold High Posts in Manufacturing for the War Emergency—Two Will Be Interviewed on the Radio

Women in defense will be honored Thursday in a special program of the forty-sixth annual Congress of American Industry, being held here this week by the National Association of Manufacturers. The special program will be devoted to the achievements of seven women who hold industrial or technical posts in companies working on the defense program.

At 5:45 P. M., on the Starlight Roof of the Waldorf-Astoria, Graham McNamee of the National Broadcasting Company will interview two women who typify important contributions made by women in defense industries. They are Miss Vivian Keliams, president of the Kellams Manufacturing Company, who was chosen at the N. A. M. convention last year as the outstanding woman industrialist in the country, and Miss Catherine Ferguson, assistant metallurgist of the General Electric Company.

The interviews will be broadcast over WEAF and the NBC red network.

The program will open at 3:45 P. M. with an address by Walter D. Fuller, president of the N. A. M., and will include the presentation of a one-act drama, "The Land of the Free," by the Wayside Players of the Scarsdale Women's Club.

Guests of the program also will include Miss Chloe de Long of the Firestone Tire and Rubber Company, Akron, Ohio; Miss Mary Elizabeth Miller of the Glen L. Martin Company, Baltimore, Md.; Dr. Hertha Freche of the Aluminum Company of America, Pittsburgh; Mrs. Ruth Wallgren of the Westinghouse Electric and Manufacturing Company, Philadelphia, and Miss Jewel Williams of the Radio Corporation of America, Camden.

Miss de Long is a sculptress who designs new models for rubber tires in clay. Miss Miller, a 24-year-old graduate of the University of Maryland, is one of the few women aviation engineers in the country. Dr. Freche is a research metallurgist who specializes in new aluminum alloys for planes and tanks.

Mrs. Wallgren, a descendent of Captain John Ericsson, designer of the Monitor of Civil War fame, is an engineering draftsman. Miss Williams is foreman of the R. C. A. assembly department at Camden, where hundreds of girls are employed assembling vacuum tubes for radio communications equipment.

Mrs. Ruth Wallgren of the Westinghouse Electric and Manufacturing Company, Philadelphia.

TO CUT
PROT

Betty B. Bain Engaged to Capt. Bowman

Mr. and Mrs. J. Burdette Bain
nounce the engagement of their
ghter, Miss Betty Burdette
to Capt. George A. Bowman,
Army, son of Mr. and Mrs.
A. Bowman of Maryland.
Bain was graduated from
rsity of Maryland and
aster's degree at Cor-
ty. She is affiliated
elta Delta sorority
u and Pi Lambda
Captain Bowman
ersity of Mary-
pkins Univer-
ssistant area
Camp Sut-
o date has
ng.

King
.. an-
heir
pitt
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Another "First Woman to—"

Pioneer Flier Opens Training Course for Women

Her friends will tell you that she's really a school teacher at heart.

But to date Phoebe Omlie's career is a far cry from that of a schoolmarm, even though her latest job is to oversee the training of women flight instructors in Tennessee. One of the outstanding fliers of the country, she started her aerial career as a stunt girl . . . tried out stenography for two whole weeks . . . did a bit of wing-walking at the age of 17. Her late husband, Vernon Omlie, took her up for her first parachute jump.

Yesterday in Nashville, Tenn., this latest flying project (to teach women to teach men to fly) was opened and Mrs. Omlie was on hand to see that things were efficiently run. She has been loaned to the State of Tennessee for three months by the Civil Aeronautics Association.

In starting this new project, Tennessee, incidentally, is maintaining its reputation as the really air-minded State in this country. It was the first to introduce aviation education into the public schools and now that the project is just getting started all over the country Tennessee is five years' experience ahead of the country.

Mrs. Phoebe Amlie

For the past few years Mrs. Omlie has been in and out of Washington on various educational jobs for Civil Aeronautics Authority. She has been out in the field to set up ground schools. Since war was declared the odd

Nashville, Scene Of School for Instructors

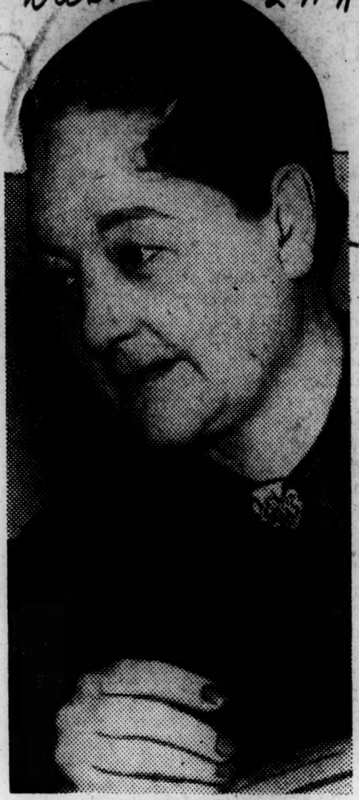
jobs around an airport can no longer be done by the small fry of the neighborhood but must be done by experienced help. Thus the need for ground schools, to teach young men (or women) to stoke down the planes, chalk under the wheels, etc. WPA sponsored, Mrs. Omlie went over the country organizing such schools.

Making its appearance in the public schools this fall is a group of books known as the "Air Age Series." Much research work, as well as writing, went into this series which is sponsored by the CAA. It was quite natural that Mrs. Omlie, who knows as much about flying as any living woman, should contribute to this series.

This placid-appearing woman, with a sense of humor, can boast of a number of "firsts." First woman granted a transport license in the United States, she was also the first to get an airplane mechanic's license. To her goes the honor of being the first airplane saleswoman and the first to be chosen for a Government position connected with aviation.

viatrix to Train Plane Mechanics

Wash. Post 2-11-41



Associated Press WIREPHOTO

PHOEBE OMLIE,

Phoebe Omlie, the first licensed woman pilot and the first to get an airplane mechanic's license, is making "grease monkeys" out of 5,000 men as part of the defense program.

Phoebe, who has an impressive array of achievements in aviation from racing to teaching, is in charge of a special WPA project for the training of aviation ground servicemen to meet the increased needs of expanding civil and military aviation.

A small, vivacious brunette, the widow of Capt. Vernon C. Omlie, noted aviator, she was hard at work yesterday in her new office in the Commerce Department working out plans for the $1,429,000 project.

Teaching men and women to fly, to locate a squeak in a motor, daub grease where it should go and put a patch on a wing is nothing new to Phoebe. Under the Tennessee Aviation Commission, she inaugurated a program of aviation instruction in 1936 in public schools in Nashville, Chattanooga, Bristol, Knoxville and Memphis, where she makes her home.

It is her job now to outline a course of instruction to train ground crews to service an airplane, keep clerical records and do numerous other jobs around an airport that do not require highly skilled mechanics.

"It has been figured out that for every pilot in the air there are nine ground workers," she said.

Qualified enrollees are being selected from WPA rolls by local WPA authorities to take the three-month course. They will get their regular WPA wages. Although the chief school ma'm is a woman, the course is limited to men.

Return to Rohmer

WOMEN OFFICIALS AID U. S. IN LONDON

Group on Unpublicized but Important Work Includes Miss Frieda Miller

WIVES OF ENVOYS SERVING

Other American Women Handle Tasks for OWI and Are on Economic, Strategic Jobs

By SALLY RESTON

By Wireless to THE NEW YORK TIMES.

LONDON, Oct. 4—Although Britain's capital is swarming with American soldiers, Washington officials and business men from home, comparatively few American women have been allowed by the State and War Departments to enter this war theatre.

Most of those who are here either are in uniform, such as the Wacs, Army nurses and Red Cross workers, or are experts in some field of war-time administration. Less well known than those in uniform are the hard-working women on Government missions.

In addition to the wives of our two Ambassadors here, Mrs. John G. Winant, who is serving as a Red Cross hostess, and Mrs. Anthony J. Drexel Biddle Jr., who is in charge of the American Women's Service Clubs in London, one of the misot important is Miss Frieda Miller, who came to the United States Embassy here last June as special assistant to Mrs. Winant. Miss Miller, who succeeded Miss Frances Perkins as New York State Industrial Commissioner from 1938 to 1943, is studying labor relations and industrial problems in Britain as well as providing reports for Ambassador Winant on post-war trends.

Miss Dorothy Crook, formerly director of legislation and public affairs for the Federation of Business and Professional Womens Clubs and a member of the Treasury's war savings staff, is now here as liaison director for women's activities for the Office of War Information.

Speaks Before Britons

Although Miss Crooks has been here only a few months, she is already well known and is generally respected by the leaders of British women's organizations for her excellent work. It is her job to provide women's groups here with information about the part American women are playing in the war, which has necessitated for her a good deal of traveling and speaking.

Miss Margaret Mead, New York anthropologist and [illegible] been speaking from British platforms for the last three months. Her lecture tour will end soon after her appearance next Friday, when she will speak with Sir Stafford Cripps on social reconstruction before the British National Council of Women.

Among the women working for OWI are Mrs. Peter Cochrane, who until her recent marriage was Louise Morely, daughter of Christopher Morely; Mrs. Ernestine Carter, formerly with the Museum of Modern Art in New York, and Mrs. Wallace Carrol, formerly research assistant to Mr. Winant. Mrs. Carrol is doing a temporary job iwth OWI in charge of surveys and special projects.

Also in the OWI news section is Mrs. Helen Front, formerly with the Council for Democracy in New York. Mrs. Beatrice Moran, former librarian at the Horton School of the Univeristy of Pennsylvania, is now assistant librarian for OWI here.

Mrs. Murrow a Blitz Veteran

While not connected with any United States Government agency, Mrs. Edward R. Murrow, whose husuband is head of Columbia Broadcasting System in Europe, is one of the few American women here now who lived in England before the war and went through the Blitz with the British people. She help start an American history program for British children over BBC and in addition has been speaking in schools throughout the British Isles on this subject for the Ministry of Information.

Among several women analysts who were sent over by the Office of Economic Warfare are Miss Miriam Camp of Middletown, Conn.; Mrs. Margaret Woodward, formerly with the War Manpower Commission, and Mrs. Margaret Berger, who had worked with the Social Science Research Council in Washington. These three women are engaged in the task of hamper-

A DANDY'S FAVOR

Rust satin vest for evening wit matching suede and satin gloves. F Shop.

CONNECTICUT FEELS CHILD-CARE STRAIN

War Puts Heavy Burden on the State Agencies Providing for Neglected Minors

Special to THE NEW YORK TIMES.

HARTFORD, Conn., Oct. 4—Wartime conditions are imposing heavier strains than ever before on agencies in the Child Welfare Division of the State Department, Mrs. Serviah R. Packard, Deputy Commissioner, declared today.

Loss of trained personnel to industry or the armed services, she said, is one of the most serious problems, together with an ever-growing difficulty in finding foster homes for dependent and neglected children and babies of working mothers. The twenty-seven child care centers in the State are operating at less than capacity. Juvenile delinquency, on the rise since the beginning of the war, has just begun to level off in metropolitan areas.

"One of the most pressing problems due to the war," said Mrs. Packard, "has been the increasing difficulty of finding foster homes for children in our care. In 1940-41 there were 1,802 children in foster homes and in 1942-43 there were [illegible] available are off our list because mothers have gone into defense and fathers into service. It is harder to find new foster homes, since people prefer to take in defense workers, who give higher pay and fewer responsibilities."

Despite wartime prosperity, the number of State and county wards has remained about the same since 1940, when there were 1,041, Mrs. Packard reported. In the last fiscal year, July, 1942, to June, 1943, there were 4,116 wards.

"This indicates," she said, "that there are in the State of Connecticut a certain number of parents who fail to accept their responsibility to children, even when they are making more money and can provide adequate care."

Child Care Enrollment Lags

Though Connecticut was the first State to receive Lanham Act funds for day-care centers, enrollment in the sixteen nursery school units and eleven school age groups is running only to two-thirds capacity, according to Miss Harriet Nash, consultant on nursery schools in the State Department of Education. Enrollment in both groups in July was 675, and actual average attendance, lowered during parents' summer vacations, was only 367.

The day-care unit in New Haven, the first to receive funds from the Lanham grant, has been operating a year and has shown enrollment and attendance somewhat better than most. Set up for a capacity of fifty, average attendance is close to that, but takes a sharp drop on some days, as on Saturdays, when older children are not in school and keep youngsters home with them.

Another difficulty, commented Miss Nash, is that parents have not yet accepted the idea of day care for 6- to 12-year-olds, and leave them at home to fend for themselves.

Problems of transportation are

Man-
pep up last season's suit
an added splash of color two shades

quents are referred to the Juvenile Court by police, as a result of overt acts. Of the total 70 per cent are first offenders, and 85 per cent are between the ages of 12 and 16. There has been a noticeable increase in sexual offences and in runaways, many of whom come from other parts of the country, following men in the service.

"Mothers take care of little ones, usually, but think the 12 to 16 year olds can tak ecare of themselves," said Mrs. Roth. "The more women drawn into industry, the fewer there are at home to look after these youngsters, who are under a great strain, because everything that was secure and right in their world has changed."

CHILDRE'S CENTERS OPEN

Aid Socie Begins Fall Health and Rcreation Program

The fa health and recreation program the Children's Aid Society's sevn centers began yesterday. "Helth and Fun" will be the keynote o activities for 40,000 children livi in the city s most congested neghborhoods.

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WACS AT WORK ON THE POSTAL

York. Mrs. Beatrice M[illegible]n, former librarian at the Horton School of the Univeristy of Pennsylvania, is now assistant librarian for OWI here.

Mrs. Murrow a Blitz Veteran

While not connected with any United States Government agency, Mrs. Edward R. Murrow, whose husuband is head of Columbia Broadcasting System in Europe, is one of the few American women here now who lived in England before the war and went through the Blitz with the British people. She help start an American history program for British children over BBC and in addition has been speaking in schools throughout the British Isles on this subject for the Ministry of Information.

Among several women analysts who were sent over by the Office of Economic Warfare are Miss Miriam Camp of Middletown, Conn.; Mrs. Margaret Woodward, formerly with the War Manpower Commission, and Mrs. Margaret Berger, who had worked with the Social Science Research Council in Washington. These three women are engaged in the task of hampering Germany's attempts to obtain essential supplies from neutral countries.

In the same office is Miss Helen Moats, whose present job it to analyze Germany's transportation problems.

London also has what is known as the American "Female Cloak and Dagger Brigade." This is made up of several women working on political warfare for the Office of Strategic Services. Their identity is said to be a military secret.

OPA SEEKS VOLUNTEERS

Needs Clerical Workers to Help Finish Important Project

The local Office of Price Administration disclosed yesterday that it has to contend with the labor shortage. Frank C. Russell, director of the New York District OPA, released an appeal for volunteer clerical workers to help finish up an important project of the type that attracted volunteers by the thousands in the earlier days of OPA.

"Men and women who are in position to give a few hours a week to an essential war job," said Mr. Russell, "should report to OPA Headquarters Annex, 330 Fifth Avenue. The project is open from 9 A. M. until 10 P. M., Mondays through Fridays, and from 9 A. M. until 6 P. M. on Saturdays.

"Volunteers may choose any day or days and any hours convenient to themselves. There are no minimum hour requirements."

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first state to receive Lanham Act funds for day-care centers, enrollment in the sixteen nursery school units and eleven school age groups is running only to two-thirds capacity, according to Miss Harriet Nash, consultant on nursery schools in the State Department of Education. Enrollment in both groups in July was 675, and actual average attendance, lowered during parents' summer vacations, was only 367.

The day-care unit in New Haven, the first to receive funds from the Lanham grant, has been operating a year and has shown enrollment and attendance somewhat better than most. Set up for a capacity of fifty, average attendance is close to that, but takes a sharp drop on some days, as on Saturdays, when older children are not in school and keep youngsters home with them.

Another difficulty, commented Miss Nash, is that parents have not yet accepted the idea of day care for 6½ to 12-year-olds, and leave them at home to fend for themselves.

Problems of transportation are causing low attendance. Lack of adequate housing in the overcrowded cities in Connecticut is one of the chief obstacles in placing centers where they are most needed. In many cities there is not even a vacant store to be utilized. Schools are filled to overflowing because of the influx of workers and can give no extra room for the nurseries.

Delinquency Rises Sharply

"Juvenile delinquency has risen sharply since the war throughout Connecticut, with an all-over increase of 30% in the last fiscal year, July, 1942 to June, 1943, over the year preceding the war," said Mrs. Frances L. Roth, coordinator of the Juvenile Court. The rise has been less with boys than girls, who have shown an increase of 36%.

"Juvenile delinquency spiralled upward more rapidly here in the first six months of this year than ever before," said Mrs. Roth. "It has been felt on all sides in the fifteen big cities, although very recently the rate of increase has begun to level off.

"Delinquency follows the manufacturing and industrial centers, especially in such cities as Hartford, Bridgeport, Stamford and Waterbury. The same offenses are being committed as before, but they are intensified. Bigger gangs' are being formed and what they're doing is more destructive, staging 'commando' raids in closed houses, smashing plumbing and furniture, throwing home-made bombs and breaking meter banks installed along the streets, as well as in homes."

About 67 per cent of the delinquents are referred to the Juvenile Court by police, as a result of overt acts. Of the total 70 per cent are first offenders, and 85 per cent are between the ages of 12 and 16. There has been a noticeable increase in sexual offences and in runaways, many of whom come from other parts of the country, following men in the service.

"Mothers take care of little ones, usually, but think the 12 to 16 year olds can tak ecare of themselves," said Mrs. Roth. "The more women drawn into industry, the fewer there are at home to look after these youngsters, who are under a great strain, because everything that was secure and right in their world has changed."

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WACS AT WORK ON THE POSTAL

OYSTER SHUCKING INDUSTRY ALONG DELAWARE BAY IN New Jersey #187
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THE OYSTER-SHUCKING INDUSTRY ALONG DELAWARE BAY IN NEW JERSEY

October 1943

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The Industry.

In the last week of October an agent of the Women's Bureau of the U. S. Department of Labor visited the center of the oyster industry that is on the Maurice River, a tidal river in southern New Jersey on Delaware Bay. Three shucking houses were inspected and interviews had with owners and managements.

The shucking industry in New Jersey, as distinct from growing, is only 10 or 12 years old; before that, the oysters were shipped in their shells.

The oysters are grown in the bay in State-owned or privately-owned beds. Private owners are allowed, on payment of taxes and license fees, to transplant seed oysters to their own beds from those belonging to the State. In most cases the shucked oysters are sold to the Government,

~~this being done on a bid rather than a contract basis.~~ Some of the shells also are sold to the Government; others are sold for lime in chicken feed; and large quantities are required to line the oyster beds, the oyster spawn attaching itself to such shells.

Oysters take from about two to five years to grow large enough for eating, during which time they must be dug up, occasionally, freed from pests, and replanted. This work is done in May and June from boats owned by the planting companies and manned by planters' employees, many of whom work for the shucking companies in the shucking season, which begins September 1.

Employment.

Before the present war there were usually about 1,800 men and women laborers in the oyster industry in this vicinity. In the season of 1943 there are only about 700. The three companies scheduled have about 225 workers instead of the 500 employed in most years; this shortage affects only two of them, the smallest company having its usual quota, recruited by the foreman from local dependable sources. The two other companies have respectively 40 percent and 25 percent migrants, from New Jersey, Maryland, and in one company also Delaware and Virginia. Practically all the workers - 95 to 100 percent - are Negroes, and, varying somewhat by company, 30 percent to 50 percent are women.

Before the shucking industry was set up in this locality most of the oyster workers were migrants. In recent years, however, they have tended to make their homes here. Just before the United States entered the war it was estimated that only about 20 percent of the workers round Port Norris – the center of the locality – were migrants; in the plants surveyed in October the proportion was about 26 percent. The shucking operations offer employment from September to the end of April, in May and June there is work for men at planting oysters, and farms and canneries have openings in the summer.

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Medical examinations are given to applicants for employment and no one with tuberculosis or venereal disease may work in the shucking houses unless they take treatment for their condition. All the workers, in all shucking houses, are members of United Oystermen's Union (A. F. of L.)

Occupations.

In the shuck house the oysters are piled on high tables, at which the workers stand in individual stalls on platforms several inches above the floor. Some workers break the oysters open with a short iron bar and take the meat out with a knife; others use only a knife. The meats are dropped into pails of cold water, filled from spigots ~~at sides or ends of~~ in the room by the shuckers themselves. This break involves a slight loss of time (all shucking is piece work) but provides a desirable rest and change of position. The shucking is done at top speed, and is accompanied by loud and continuous conversation above the noise.

After the shucking, the oysters are carried to a man who dumps them on a large perforated tray for thorough washing. They are then put into kettles of water through which air is blown, making the contents bubble and foam. This serves not only to cleanse the outside of the oysters but causes them to regurgitate, thus cleansing their insides. The oysters are graded, packed raw in sterile cans, and shipped in ice.

Working Conditions .

Most of the shuck houses are shed-like buildings on marsh land along the wharves. They have cement floors built to drain more or less well but in most cases not draining successfully. ~~In some houses~~ It is customary for the shuckers to drop their empty shells on the floor, the day's accumulation adding to the appearance of dirt and disorder as well as increasing the wetness and hazards of walking. In one house visited, wire baskets are provided for the shells and are carried away when full; cleaners keep shells picked up and the floors swept. Aisles are wider here. Further, the workers' stalls have metal sides, off which the water drains instead of soaking in as it does in the case of wood.

The houses are cold, damp and poorly ventilated, ~~and~~ unheated. The workers wear warm clothing, rubber or waterproof aprons, and heavy rubbers or boots; women wear caps or scarves. Most of the workers wear a glove on one hand and finger stalls on the other. These accessories and their knives are furnished by the workers to avoid possible deductions in pay if provided by the employers.

Lighting is poor in two of the plants, good in the other. There are no seats; the workers say they prefer to stand, since there is much reaching and they maintain a sort of rhythm in their work. There are, however, no seats for those who take their lunches (most of the workers go home); nor are there any rest-room facilities. Each house has a first-aid kit, in fairly constant use for the care of cuts. Hot and cold running water ~~is~~ are available in the workrooms and soap and towels are supplied. In some cases individual drinking cups are provided.

Toilet facilities, controlled by the Delaware Bay Sanitary Commission, are built high on stilts over septic tanks and so far away as not to contaminate the oysters. The workers must go some distance, out of doors in all kinds of weather, sometimes wading, to reach the toilets furnished by the Commission. ~~A man in rubber boots was seen on his way to the toilets, wading through water well above his ankles.~~ The toilet inspected by the Women's Bureau agent was in only fair condition.

Wages.

As before stated, all shucking is paid on a piece-rate basis. The union contract under which all workers in the industry are employed provides for the use of a cup or measure with a capacity of 8 liquid United States pints. The present rate of pay to all shuckers, men or women, is 50 cents for each 8-pint measure of shucked oysters.

Women are employed only as shuckers. They make about $6 a day. All "test openers" are men, and they are paid 5 cents extra for each 8-pint measure. The so-called skilled jobs - dipping, skimming, packing, and so forth - are held by men, who get not less than $50 a week. Shell wheelers and oyster carriers are paid 75 cents an hour.

Hours.

All shucking houses operate an 8-hour day, to be worked between 6 or 6.30 a. m. and ~~6~~ 5 p. m. Beginning and quitting hours of individual workers are very irregular. Some women do not go to work until after getting their children off to school; some take time to prepare lunch for the family, others take only 15 minutes. As all women are on a piece-rate basis, actual hours may be a matter of personal choice without affecting other employees. The houses work a 5½-day week.

Housing.

The workers live in company owned or controlled houses or in their own or rented homes in the vicinity. Many of the permanent families raise pigs and keep a few chickens. The housing on company property is, like the shuck houses, on marsh land filled in by oyster shells and earth. The quarters generally are one-, two-, or three-room shacks built in long rows on stilts that raise them a little above ground level. There are some two-story houses for one or more families.

There is no drainage system; in rainy weather the houses stand in water and on occasions of specially high tides it may enter the rooms. Occupants of the shacks ~~were seen to~~ empty dishpans and ~~own~~ toilet conveniences (the septic-tank toilets provided for the shuck houses, already described, are the only facilities available to families~~, as they are to workers~~) on the ground outside their doors. On the day of inspection, a rainy one, a man in rubber boots was seen going from his home to the toilets, wading through water well above his ankles.

Many houses are roofed with tar paper, and all look leaky and in poor repair. There is no running water; all must be carried from community pumps. Only a few houses have electric lights; installation costs are said to be prohibitive, so kerosene lamps are used, constituting a hazard in places already firetraps. Cook stoves use wood fuel. ~~(Cooking and heating facilities N. R.)~~ Most of the shacks have screens, though not in repair; mosquitoes are "terrible" in the summer, and practically nothing has been done in the way of control.

Community Needs.

There is great need for a social and recreational program for these people. There are practically no facilities. A few years ago a public school was built for children of grammar-school age in one ~~village.~~ settlement. The playground there is very poor. The Methodist church for colored people competes with the liquor han~~d~~g-outs and the minister is doing a wonderful social-religion job. He works in a glass factory in the town ~~where~~ in which he lives, and ~~he~~ comes to the oyster community, a distance of 18 miles, twice a week. He has a men's club of 175 members and has done much to encourage these people to have higher standards, but he has so little time to give, and even less money. The New Jersey Church on Migrant Committee Work maintained a child-care center in one of the towns for several years, ~~but~~ and ~~there was not enough~~ financial support was inadequate ~~for it~~, the building and equipment were poor, so ~~it was decided~~ the Committee to abandon it ~~this year.~~ temporarily.

People interviewed in the survey, besides the owners of the shucking houses, were officers of the Consumers' League of New Jersey, the New Jersey Church on Migrant Committee Work, and the Union; the Methodist minister and his wife; and a number of employees.

Recommendations .

Working Conditions:

If the work must be done standing, as was stated, the hour schedule should not be lengthened. Present flexibility in hours of homemakers should be maintained.

Plant housekeeping should be improved, especially as to floors, ventilation, lighting.

A severage system with sanitary flush toilets convenient to the work places should be required by law.

Housing conditions:

Sanitary drainage is of first importance.

The inferior housing should be condemned and new houses built, convenient to the shuck houses but on higher ground. They should have flush toilets, shower baths, at least hot and cold water, electric lights, ~~etc.~~ and so forth.

The houses at other locations, though on higher ground and better in other ways, also should be brought up to decent standards.

(Politics, vice interests, race prejudice were blamed for the failure of past efforts to improve the housing.)

A social and recreational program for the people should be worked out. Present activities should be given support, past efforts revived.

Though serious enough in the case of migrants, bad housing is doubly so where a permanent work force is concerned. It would appear that there is an opportunity for the development of a responsible employee-tenant group that should prove a decided asset to the ~~futre~~ future of the oyster-shucking industry.

as rec'd from Mrs Sater
Nov. 6

October 1943

THE OYSTER-SHUCKING INDUSTRY ALONG DELAWARE BAY IN NEW JERSEY

On October 25, 26, and 27, an agent of the Women's Bureau visited the centers of the oyster industry located on the Maurice River, a tidal river, near Delaware Bay in South Jersey. The oysters are raised in Delaware Bay in privately owned beds and in beds owned by the State of New Jersey. Privately owned companies are allowed to take seedoysters for transplanting to their own beds from the beds owned by the State. The expense to the State, of this practice, is met by taxes and license fees paid by the companies. Oysters take from about two to five years to grow large enough to eat and during that time they have to be dug up and freed from pests and replanted. This work is done from oyster boats owned by the oyster planting companies and manned by their employees. The men who work for the planters in May and June often work for the oyster shucking companies from September 1 to May 1. Some of the men and women who work in the shucking houses from September 1 to May 1 work on the farms and in the canneries of South Jersey in the summer.

In the Shuck Houses oysters are piled on high tables. The workers stand in front of these tables in individual stalls with platform bottoms that raise them several inches off ~~of~~ the wet floor. Some of the workers break the oysters open with a short iron bar and then take the meat out with a knife. Some of them use only a knife. All the shucking is done on piece rates and the workers seemed to be working at top speed and at the same time carried on a loud and continuous coversation over the noise of the shucking. After the oysters are shucked they are dropped into pails of cold water. The pails are filled with water from spigots located at the sides or ends of the shucking rooms. This means that the worker looses some time from his shucking to fetch the water but this has the advantage of giving him a change of position and rest from continuous shucking. It seems it would not necessarily slow down his total production for the day. When the oysters are shucked they are carried to a man who dumps them on a large pefforated tray and they are washed thoroughly. They are then put into large kettles of water. Air is blown through these kettles of water which makes the water bubble and foam. This process serves not only to cleanse the outside of the oyster from sand and dirt but causes the oyster to regurgitate thus cleansing its insides.

In most of the Shucking Houses it is customary for the shuckers to throw the empty shells down on the floor beside the stalls in which they stand. These shells are left to accumulate during the day and serve to increase the dirty, disorderly look of the houses as well as to increase the wetness of the floors and hazards of walking on them. In only one shucking house was it seen or heard of that men were employed to keep these shells picked up and carted away and the floors in this house were being continually swept. In this same house the floors were built to drain better and carry off the water that must otherwise collect and stand on the floor.

Most of the Shuck Houses are shed-like buildings built alongside the wharves. They have cement floors built to drain more or less well. In most cases they do not drain well. The houses are cold, damp and unheated. The workers wear heavy clothing, with sweaters or coats. Most of the women had caps or scarves on their heads. They wear heavy rubbers or boots. Most of them wear a glove on one hand and finger stalls on the other. They also wear heavy rubber or waterproof aprons. These things and their knives they furnish themselves and it is said they prefer this because they think the employer would dock their pay if he furnished anything.

Oysters that are shucked are packed raw in sterile cans and shipped on ice. Most of the empty shells are piled in huge piles around the shucking houses and living quarters of the workers. They eventually are used by the companies to line their oyster beds - the young oysters attach themselves to these shells, some are sold to the government and some are sold for lime in chicken feed.

Before the war there were usually about 1,800 men and women laborers in the oyster industry in this vicinity. This season due to the war with its opportunity for work at higher wages and more continuous employment, there are only about 700 workers.

Most, if not all, of the Shucking Houses are selling oysters to the government. [This is done omit on a bid rather than a contract basis.

__Wages__

All the workers in all the Shucking Houses belong to United Oysterman's Union, an affiliate of the A. F. of L. The union contract provides for the use of a cup or measure for the shucked oysters with a capacity of eight liquid U. S. pints. The present rate of pay paid to all shuckers whether men or women is 50 cents for each 8 pint cup or measure. All the test openers are men and they are paid 5 cents extra for each 8-pint cup of shucked oysters. / Women are employed only as shuckers. They make around $6 a day. Who

Women

The so-called skilled jobs, dipping, skimming, packing, etc., are done by men who get no less than $50 a week. Shell wheelers and oyster carriers)men) are paid 75 cents an hour.

Hours

All the Shucking Houses operate an 8-hour day to be worked between 6 or 6:30 a. m. and 5 p. m. The beginning and quitting hours of the individual workers are very irregular. Some women wait to come in to work until after they have got their children off to school. Some take enough time to prepare lunches for their families, others take only 15 minutes. Since all women are paid on a piece rate basis it is up to each worker how much time she works within the working day. The houses work a 5½ day week and the season for shucking is from September 1 to May 1.

Three shucking houses were closely inspected and interviews had with the owners. They were the Port Norris Oyster Co. Inc., So. Port Norris, N. J., Mr. Olin Newcomb, President; the Royal Packing Co., So. Port Norris, N. J., Mr. Tutterhill, Owner; the F. F. East Co., Maurice River, N. J., Mr. F. F. East, Owner and President.

The first two companies were housed in poor draughty buildings. The ventilation was poor. The floors which must inevitably be wet in this industry were poorly drained. The oyster shells were thrown on the floor by the shuckers and apparently never carried away or the floors swept during the day. The lighting in these two houses was very poor. In fact, everything seemed to be done to protect the health of the oyster but only out of consideration for the oyster and the ultimate consumer did the worker get any consideration.

The owners spoke with great emphasis of the work of the Delaware Bay Sanitary Comn Association which enforces the sanitary laws for the industry. They called attention to the privies built high on stilts over septic tanks and located far enough away that they would not contaminate the oysters. It has not occurred to them or they do not care that the installation of sanitary flush toilets and a proper sewerage system for the plants would make it unnecessary for the workers to go some distance from their places of work, out of doors in all kinds of weather sometimes wading in water to reach the public toilets furnished by the Commission. Of course, there is plenty of hot and cold running water in the shucking houses and workers are required to wash their hands each time after going to using the toilets. This again in deference to the oyster. Medical examinations are given new workers and no one with venereal disease or tuberculosis can work in the shucking houses, unless they take treatment for the disease. Soap and towels were supplied by the company. Each shucking house had a First-Aid kit which was pretty constantly used for the many cuts the workers get from the oyster shells. The workers themselves said they prefer to stand as they have to do so much reaching and they maintain a sort of rhythm in their work. Certainly if it must be a standing job, it is a job where a definite limit should be placed on the number of hours to be worked in a day. There are no lunch room or rest room facilities in the shuck houses. Most of the workers go home for lunch. The others must find some other stores or sheds to eat in or else just stand up to eat at their work places as there is no other place provided.

The F. F. East Company has a well built shucking house and very good equipment. The floors drain better than in the other two houses visited. There are wider aisles between the shucking tables. Wire baskets are furnished the shuckers to throw their shells into. These are carried away when full. Cleaners are employed to keep the floors swept. The stalls in which the workers stand have metal sides and the water drains off ~~of~~ these instead of soaking in as it does where wood is used. The lighting is good in this plant - electric bulbs hanging at regular intervals with sufficient voltage. Here again the outside privies were some distance from the plant and back of the company housing in which some of the workers lived. The washing facilities in the shucking house were adequate. Paper towels, liquid soap and individual drinking cups were furnished. No lunch or rest rooms were provided for those who did not live nearby. A first-aid kit was in the office.

Mr. East was very bitter about the ceiling on wages, not connecting that with the low wages the industry was quite willing to pay before there was any competition for the workers.

Newcomb The Port Norris Oyster Co. has about 100 employees, this season, about one-third of the number they have usually employed. Fifty percent of these are women - 95 percent are colored and about 40 percent are migrants from Maryland and other parts of New Jersey.

Sutherhill The Royal Packing Company has a total of approximately 50. Of these 30 percent are women. 95 percent are colored. There are no migrant workers this season. This company has no labor shortage. The owner says this is because his foreman who recruits for him gets good steady, dependable people.

East (best) The F. F. East Com. has only 50 percent of their usual number of workers this season. They have a total of 75 - about 35 percent of these are women. 100 percent colored. 25percent are migrants from Virginia, Delaware, Maryland and other parts of New Jersey.

The oyster shucking industry is ten or twelve years old in New Jersey. In the beginning the workers were largely migrants but of recent years the workers have tended to make their permanent homes in this vicinity. Just before the United States entered the war it was estimated that about 20 % 350 of the 1,800 workers in the oyster industry around Port Norris were migrants. A large majority of the workers are colored but there are a

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100 ($\frac{1}{3}$ of usu.)	50 (usu.)	75 ($\frac{1}{2}$ of usu.)
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95% Negr.	95%	100%
40% migr.	—	25%

Of 225, 59 are migr. (26%)

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number of white people working in the industry too. The workers live in company owned or controlled homes at South Port Norris (Shellpile), and Bivalve or in rented homes or homes they own on the edges of Port Norris or in the country. The colored workers live in South Port Norris for the most part and there are more white workers in Bivalve. Many of the workers raise pigs and keep a few chickens.

__Housing__

The land on which the shuck houses and living quarters for workers are built is marsh land originally filled in somewhat with oyster shells and more recently dirt. The workers live in one, two, or three room shacks built in long rows on short stilts which lift them a little above the ground level. There were some two-story houses for one or more families each but for the most part the workers are separated from their neighbor by only a thin partition. Many of the houses were covered with tar paper roofing and all of the houses looked leaky and in poor repair. Only a few houses were provided with electric lights. Some of the workers said the electricity was owned by the companies who charged so much for installation they couldn't affort it and so they burned kerosene lamps. Most of the little shacks have chimneys so some provision must be made in all of them for cooking and heating. Most of the shacks are screened but in many places the screening was so old and worn it is of no use. The mosquitoes are said to be terrible here in the summer and practically nothing has been done by way of mosquito control.

There is no running water in the houses. All the water for drinking, cooking, bathing, and laundry washing is carried from community pumps. There is no drainage system for the shacks. The agent saw one woman dump her dish water in the front of her house where a dog immediately began to nose around for scraps.

Another woman emptied the contents of what appeared to be a toilet convenience out on the ground back of her house. There are no toilets in the houses so the same public toilets used by the workers when at work are used by them at home. The one visited was not in very good condition. It was raining hard the two days the agent visited the housing conditions situations. Water was standing under most of the houses and in some cases almost surrounded the houses. One man was seen to be making his way from his ~~xxxxx~~ shack to the toilet, wearing rubber boots and the water came up well over his ankles. What condition for little children to wade through! It is impossible to believe that the children and adults use the facilities much at night in cold or wet weather and what control is there of toilet disposal from receptacles used in the houses. The agent was told that several times a year the tide is so high it comes up to and sometimes over the 2 ~~first~~ floors of the houses [omit and for two or three days at a time people have had to wade out or be marooned in their houses.]

Certainly the houses at South Port Norris should be condemned and new housing built convenient to the shuck houses but on higher ground. The houses should be built to include certain minimum sanitary facilities as modern flush toilets, shower baths, at least, hot and cold water, sanitary drainage system, electric lights, etc. The present houses are fire traps and the use of kerosene lamps a fire hazard. The houses at Bivalve and Maurice River are somewhat better and are built on higher ground but they still leave much to be done before a minimum of decent living conditions is attained.

The agent has was been told that several efforts have been made to have the worst housing condemned and housing conditions improved but that these have always met with failure due to several reasons, among them, the fact that some of the members of the Delaware Bay Sanitary Commission were owners of the housing, that liquor and prostitution interests paid to keep the people at South Port Norris, that the white people of Port Norris were afraid that if the colored people were moved they would be moved too near them, many of the Negro renters are dependent upon their employers for relief during the winter and are afraid for this reason to protest the housing conditions, that there is a political tie-up between the Delaware Bay Sanitary Commission and the State Health authorities which makes it difficult to get the housing condemned.

margin

There is great need for a social and recreational program for these people. There are practically no facilities. A few years ago a public school was built for children of grammar-school age in one village. at South Port Norris. The playground there here is very poor. The Methodist church for colored people competes with the liquor hangouts and the minister is doing a wonderful social-religion job. He works in a glass factory in the town where he Bridgeton and lives, ~~there.~~ and He comes to the oyster community to South Port Norris twice a week. He has a men's club of 175 members and has done much to encourage these people to have higher standards, but want better things. ~~He~~ he has so little time to give, ~~however,~~ and even ~~much~~ less money. The New Jersey Church Migrant Committee maintained a child-care center in one of the towns at South Port Norris for several years, but there was not they hadn't enough financial support for it, the building and equipment were poor, so it was they decided to abandon it this year.

People interviewed in the survey, besides the owners of the shucking houses, were:

omit

Miss Mary Dyckman, Consumers League of N. J.
Mr. Mellville Write, N. J. Church Migrant Committee.
Mr. David Burgess, field worker for the N. J. Church Migrant Committee who worked in Port Norris among these people for two weeks in 1942.
Mr. Clyde Phillips, President of the United Oystermans Union (white).
Mr. Earl Elsey, Vice President of the United Oysterman's Union (colored).
Rev. John E. Bishop, Minister of the colored M. E. Church at South Port Norris, and Mrs. Bishop.
Several of the workers.

officers of the Consumers' League of N.J., the N.J. Church Migrant Committee, and the Union; the Methodist minister and his wife; and a number of employees.

Queries to author: (see in margin)

p.1 Should anything be said of N. J.'s
rank in the ind.? (Probably not.)

no

2 Dug up, replanted, etc. only once
in, say, 5 years?, or each year?

occasionally

3 Have left in this one mention
of a town, but should be

"chief center"

others or none? Later I
avoided them, because of
the race question etc.
Please watch this +
do what you think best;
(see my query about p.11).

5 Is this OK or should it say
"when pails are full"?

Either

Are the poor things really
alive? Yes

I shall never again be friends
with oysters
– apologies to Swinburne
man's inhumanity to oysters
– & to someone else

6 Which is true? **Customary**

7 Are soap & towels & cups usual? required by law? [Report has not been checked, only reorganized, edited.]

Soap + towels, yes; "some" cups.

You say toilet visited "not in very good condition". Was it in bad? NR

8 Not sure (from typist's insert on your p.3) Who makes Pb. Women

10 On your p.8 you say the water comes up (at times) into the first-floor rooms. This limits it to the houses (2-fam.) as distinct from rows of shacks? But it must be true of both? Yes

~~Does~~ Is your reference to chimneys meant to indicate fireplaces? no matter of cook stoves important; did you notice? Probably cook stoves (ranges); piles of wood.

11 May we be specific as to locality, or is it just as well not to be? (see my earlier query about p. 3)
omit word town; say settlement

12 Of course scrutinize this especially; I may have "run amuck," so please watch my step.

Eatt
Nov. 11
(and please re-member "the day we celebrate".)

Saylor Oyster Rept.
(ed. Nov. '43)

Topics

1-2 Industry
3 Emplt
4 Occups
5 Wkg conds
6 Wages
7 Hours
8 Housing
8½ Community Needs
9 Recommds.

Explanation

I divided your report pages into 5-line sections to help in locating statements. Thus, if the foregoing key says 1-6, 3-16, + so on, it means that topic is referred to near top of p. 1, near foot of p. 3, + so on.

[as clear as mud? Sorry. H]

Key

Topic	pp.
1-2	1-1, 6, 11 3-1, 11 4-6 6-21
3	1-11 3-6, 11 5-6 6-6 to 26 7-1
4	1-11, 16, 21 2-1, 6, 21 3-16, 21
5	1-16, 21 2-6 to 21 3-1 4-11 to 21 5-6 to 21 6-1
6	1-21 2-16 3-11 to 21 4-6 6-6
7	4-1, 6 5-11
8	4-21 5-1, 26 7-all 8-all
8½	4-6 to 16
9	5-11 8-16 to 26 9-1, 6

pages refer to H. Sater's original report

For explanation see attached yellow.